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ABSTRACT

This catalog was developed as a means of communicating innovative and imaginative programs and practices among the 28 community colleges in the state of Florida. Each institution submitted information on programs and practices which they have successfully used and which they feel might serve as a pattern for other institutions. Types of innovative programs and practices were broken down according to five categories: instruction, public service, academic support, student support, and institutional support. Each entry consists of a title, a brief description, and a contact person, college and phone number. Well over 200 entries are included in the catalog. Detailed information on an entry may be obtained from the contact person for that entry. Institutional addresses are appended. (Author/NHM)

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CATALOG OF
EXEMPLARY PRACTICES

DIVISION OF COMMUNITY COLLEGES
DEPARTMENT OF EDUCATION
TALLAHASSEE, FLORIDA
SEPTEMBER 1974

JC 760 038

FOREWORD

There are many innovative and imaginative programs and practices which are being conducted in Florida's community colleges. The Council of Presidents expressed the need to develop a means to communicate these practices among the twenty-eight colleges in the State. Toward this end, the Division of Community Colleges requested that each college submit information on programs and practices which they have successfully used and which they feel might serve as a pattern for other institutions.

The Division staff reviewed and edited the exemplary practices submitted by each college. The revised materials were then returned to each college for further consideration and review. Finally, the exemplary practices were assembled and published in the following catalog format:

Classification by Category

1. Instruction
2. Public Service
3. Academic Support
4. Student Support
5. Institutional Support

Information for each entry

1. Title
2. Brief description
3. Contact person, college and phone number

Detailed information on an entry may be obtained from the contact person for that entry. Institutional addresses can be found on the last page of the catalog.

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INSTRUCTION

Title: Inter-Disciplinary Studies

Description: This is a program whereby related courses are linked together and taught to the same students by the same teacher; i.e. History-Humanities, English Composition-Reading, Speech-Psychology (Human Relations), Mathematics-Physical Science, Political Science - Sociology.

Contact Person: Charles R. Bond, Dean, Academic Studies
Gulf Coast Community College
(904) 769-1551

Title: The Open College

Description: The Transfer Division of the college is in the process of creating and implementing the "Open College" concept whereby instruction is carried to the people in the communities served by the colleges to enable them to largely fulfill requirements for the AA degree. Plans involve the production of programmed materials, audio tapes, video cassettes, newspapers, etc. to be used by persons in their homes and in community centers.

Contact Person: Dean Walter A. Parnell, Dean-Transfer Division
Lake City Community College
(904) 752-1822 Ext. 285

Title: O.P.U.S. (Older Persons Using Skills)

Description: Older Persons Using Skills (OPUS) is designed: to provide meaningful learning activities for older citizens which will foster greater degrees of independent living; to provide older citizens, as instructors in this program, the opportunity to earn additional income and to share with their peers the knowledge, expertise and experience gained over a long lifetime; to provide for the older person, in his role as a student, instructor or advisory board member, a chance to be an active participant in the educative process and community life.

Contact Person: Paul O. McCoy, Director, Education for the Aging
Florida Junior College at Jacksonville, Downtown Campus
(904) 355-9949

Title: Telephone High School Completion for the Severely Handicapped

Description: Adult Education at FJC, North Campus, encompasses a unique Telephone Education Program for Severely Handicapped Adults. Begun in September, 1973, the program consists of four part-time instructors providing approximately 80 teaching hours per week to the sixty students currently enrolled. Instruction is individualized so that the adult students can progress at their own rates of learning. The instructional program leads to a High School Credit or Equivalency Diploma or other instruction, including junior college credit. The program is conducted primarily by telephone with the instructors making home visits when necessary. The students are adults who are confined to home, bedridden or in a wheelchair and in need of educational help. A job awareness service is offered to the handicapped students with the placement of these students in jobs the ultimate goal of the project.

Contact Person: Peter B. Wright, Jr., Dean, Adult and Continuing Education
Florida Junior College at Jacksonville, North Campus
(904) 757-6241

Title: JET Center - A Cooperative Effort of the Community, School Board and Community College

Description: As a result of the urgent need for skilled craftsmen in the metals trades, the JET (Job Entry Training) Center was established through cooperative efforts of the community, Duval County School Board (D.C.S.B.) and Florida Junior College at Jacksonville (F.J.C.). The JET Center opened July 17, 1974 and consists of 60 welding stations, 20 sheet metal stations, 20 steel fabrication stations, and 20 machine shop stations. The Community (Blue Ribbon Advisory Committee, Chamber of Commerce, Legislators and Others) assisted with an occupational needs survey; supported local Legislative Delegation in obtaining funds; and assisted in recruiting students, securing instructors, soliciting donations of supplies and equipment, and other support needed. The D.C.S.B. received $500,000 made available from the State Vocational Improvement Funds; has purchased demountable buildings and placed them on F.J.C. Downtown Campus site; has leased buildings to F.J.C. for three years or until the new Downtown Campus is completed; and will later move buildings to other locations for use in D.C.S.B. vocational programs. F.J.C. has ordered and installed equipment purchased with $276,000 Vocational Education Act funds made available by State Department of Education; has leased buildings from D.C.S.B.; and is operating JET Center training programs, with 10% of spaces in each class reserved for D.C.S.B. high school students.

Contact Person: Dr. Eric R. Mills, Jr., District Dean, Career and Adult-Continuing Education
Florida Junior College at Jacksonville
(904) 387-8333

Title: Life Lab

Description: An interdisciplinary program at Miami-Dade Community College - Downtown in which students can contact to do self-directed studies rather than take regular classroom courses. It is similar to the national University Without Walls Program, but is not a formal or institutional member of UWW.

Contact Person: McGregor Smith, Ph.D., Director, Task Force for Inter-group Relations
Miami-Dade Community College, Downtown Campus
(305) 577-6768

Title: Learning Support Center

Description: The Learning Support Center is an integral part of the Intercurricular Studies Division (I-Division). We require that it adhere to all of the assumptions of regular instructional modules and be cost-effective. The LSC has 5 basic goals. (1) It facilitates the completion of current curriculum objectives for students in the I-Division and in other divisions. (2) The LSC facilitates the completion of academic and personal goals for I-Division students and other students. (3) The LSC facilitates similar goals for groups in the community not attending campus classes. (4) The LSC should enhance the self-image of all students it serves. (5) The LSC should help the student create positive values towards education, self development, and develop condifence in his ability to learn. A traditional lab often has a very negative atmosphere since it is quickly designated as the area for "dummies." In the LSC, where much is offered for students at the other academic extreme, the center is simply identified as a place in which a student can develop his skills anywhere along the continum. No stigma is attached to the center.

Contact Person: Dr. Bennie Wiley, Division Director
Miami-Dade Community College, South Campus
(305) 274-1350

Title: Intercurricular Studies Division

Description: The mission of the I-Division is to provide a cost effective general education program for a heterogeneous population of freshmen students. The division believes the purpose of general education is to help students develop those skills, resources, and attributes necessary for them to function effectively in a Pluralistic Society. Five assumptions about the educational environment form the basis for program decision making. The curriculum must be, (1) interdisciplinary, (2) pragmatic, (3) result-oriented, (4) for a heterogeneous student population (race, sex, and ability), and (5) humane. After three years of operation, these assumptions have not changed. The I-Division is made up of three organizational units called modules, and another unit called the Learning Support Center (LSC). Each module has four instructors, representing four different disciplines, and a module coorindator. The module is designed to accommodate 200 students. The modules implement an objective based curriculum with emphasis on experiential learning in the cognitive and affective domains. The LSC provides learning support to the three modules and other divisions on the campus. The I-Division faculty serve on subsystem committees that provide program support in the following areas: instruction, research, management, student services, and institutional support. Each subsystem committee establishes a set of objectives to be accomplished during the year, and coordinates the accomplishment of those objectives.

Contact Person:
Dr. Bennie Wiley, Division Director
Miami-Dade Community College, South Campus
(305) 274-1350

Title: Central Florida College Television Consortium

Description: VCC has assisted in the development of a consortium of nine community colleges known as the Central Florida College Television Consortium. The purpose of the consortium is to facilitate the offering of college courses via television in the areas represented by the member colleges. The first activity of the Consortium was to coordinate the presentation of the series Man and Environment. The program produced an initial enrollment of approximately 2,000 students. The series was carried by an affiliate of the National Boardcasting Company, Orange Cablevision System and Channels 3 and 24, public television. It is hoped that other programs such as this can be developed through the combined efforts of community colleges interested in providing students alternatives to traditional education. At present the consortium is broadening its interest and activities to include radio.

As a result of the success of the Central Florida Television Consortium a state-wide television consortium has been established which provides the opportunity for each of the 28 community colleges to use television and radio as delivery systems within their district.

Contact Person: Dr. David L. Evans, Provost
Valencia Community College, East Campus
(305) 299-5000 Ext. 211

Title: Valencia Community College's Extension Centers

Description: VCC has established thirty (30) extension centers providing credit transfer courses, non-credit continuing education courses and community services. Many of the centers are located in the area's high schools offering an early admissions program for high school students who wish to take college level courses for credit while completing their high school program. Other centers are located at Walt Disney World, a local shopping center mall, the Newman Club, a church, a planetarium, hospitals, fire stations and VCC's Downtown center. The Downtown Center coordinates the community service activities of the various extension centers. Valencia Community College is in search of additional community spaces in the neighborhoods of the community to provide educational experiences whenever and wherever there is the need and demand for those services.

Contact Person: Mr. Charles W. Sample, Provost
Valencia Community College, Open Campus
(305) 422-8751

Title: Open Campus

Description: VCC has established from its ongoing Community Service operations a comprehensive community service program given the status of a campus. The Open Campus is open in admissions as well as geographically and pedagogically. Instead of a formal campus, the Open Campus will use various community spaces borrowed or leased throughout the Central Florida area to perform various community services. These spaces will form learning pavilions scattered throughout the community with a central headquarters in the heart of the community. The Open House involves constituencies in bilateral planning of special services programs through extensive use of advisory committees. In some cases the Collge may be only the facilitator with the needs, space, instructor, much of the planning and the students coming from the community it serves.

Contact Person: Mr. Charles W. Sample, Provost
Valencia Community College, Open Campus
(305) 422-5000

Title: The Little School

Description: The College operates a day-care center which provides child-care training for day-care workers and for parents from economically disadvantaged backgrounds. This permits the parents to attend college classes while their children attend the Little School.

Contact Person: Bobbie Elliott, Coordinator of Little School Program
Santa Fe Community College, East Campus
(904) 378-0216

Title: Instructional

Description: ID 100 - Life Experiences is a 12 credit hour (2 credits per area) course taught by a team of six instructors representing their disciplinary areas. The purpose is to explore and inter-relate concepts using ideas and methodologies for six disciplines: English, humanities, mathematics, science, sociology and behavorial science. This interdisciplinary experience is designed to help beginning students learn to synthesize the basic disciplines. The number of students involved can range from 50 to an upper limit of 100.

Contact Person: Catherine Turner, Instructor
Santa Fe Community College, Northwest Campus
(904) 373-5161, Ext. 235

Title: Individual Directed Study Courses

Description: Students may register for several individual directed study courses at any time during the various school terms. The original concept was to provide opportunity to those who were inadvertently short 1-3 hours for graduation to earn the credit within the term prior to graduation. The program was so successful that it was opened to any students who wished to pursue the available courses without regard to their time of graduation. The general education credit courses available are introduction to Research Material I, II and III. The institutional credit courses available are History of Technology I and II, and Enterprise in Southeastern Florida I.

Contact Person: Benjamin S. Roberts, Faculty Services Librarian
Palm Beach Junior College
(305) 965-8000 Ext. 213

Title: PREP Program (Pre-Discharge Remedial Education Program)

Description: A pre-discharge program conducted at Eglin and Hurlburt AFB to prepare service men for re-entry into labor market or educational programs upon release from active duty. Instruction is accomplished via learning laboratory strategy using combination of individual progression, tutorial assistance, and the most modern audio-visual equipment and programs. Program is totally operational with backlog of candidates for admission. Diagnostic pre-post testing is performed on each individual so instruction may be taught to each ones needs. High school credit courses, remedial programs in reading, English, and math through college prep are offered.

Contact Person: Earl Gulledge, Dean of Instruction
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 321

Title: Adult Migrant and Seasonal Farm Worker Program

Description: The Adult Migrant Education and Seasonal Farmworker Program is designed to provide feasible assistance to former farm workers who desire to qualify for jobs of upward mobility. The objectives of this program are (1) to develop employable skills through training programs and/or on-the-job- training experiences, (2) to develop academic and skill achievement levels for job entry, (3) to develop employment opportunity for participants, (4) to place participants in jobs with opportunity for advancement, (5) to aid in locating better housing, and (6) to assist in solving transportation problems. With the assistance of a Federal grant, students are paid a small stipend while they are engaged in training. For 1973-74, the participants' average length of training was three months. The average annual income before training was $2,025 and the average annual income immediately following training was $4,680.

Contact Person: Miss Elnora Allen, Project Coordinator
Seminole Junior College
(305) 323-1450 Ext 309 or 310

Title: Home Industries (Okaloosa-Walton Junior College, Chautaugua Neighborhood Center)

Description: The primary purpose of this program is to train the students to manufacture items in the home which can then be marketed to either tourist outlets or other retail establishments. The students are taught to construct items which require a minimum expenditure for equipment and supplies and a maximum expenditure of time. Some of the areas covered are woodworking, leathercraft, jewelry making, weaving, knitting, sewing, etc. One of the problems in the rural areas is under-employment, unemployment, and the limited income of retired people. It is felt that through this program some of the residents can raise their standard of living, continue to stay active, participate in some good work therapy, and also increase the social contacts which many are lacking.

Contact Person: Earl Gulledge, Dean of Instruction
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 321

Title: Home Services (Okaloosa-Walton Junior College - Chautauqua Neighborhood Center)

Description: This program includes instruction in basic child care, home sewing, home cooking and money management. The great majority of the people taught in these classes are from disadvantaged backgrounds so the courses are begun on a very basic level. Also, the class sessions must have application to the students' home environment. As a result of the program, the students are able to make their own clothes, cook more nutritious meals, more adequately care for their children. Also, with the newly acquired skills the students are in a position to secure employment in some of the above areas.

Contact Person: Earl Gulledge, Dean of Instruction
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 321

Title: Tutorial Program

Description: The tutorial program, which is an extension of the classroom and individual study, is one of the means by which the college honors its commitment to provide quality education for its students. Students who need extra-class instruction in a particular academic area are tutored by students who have demonstrated superiority and competence in the subject area concerned. The benefits are twofold: (1) the student who needs help is given the opportunity to attend scheduled tutorial sessions whereby he may be able to correct his deficiencies through concentrated effort; and (2) the superior student becomes, through the tutoring he provides, more articulate and acquires more depth in the subject area in which he is already proficient. In order to ensure maximum student motivation, participation in the tutorials is voluntary for both tutors and tutorial students. A student meets with his tutor for one period two days each week under faculty supervision. The program, because it is voluntary, provides maximum opportunity for a student to realize his academic potentialities.

Contact Person: R. D. Wilson, Dean of Students
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 327

Title: Telephone Technology Training

Description: This program was conceived and is supported under the sponsorship of the Florida Telephone Association for the development and training of in-service and pre-service personnel. Classes are available in both vocational - (non-credit) and technical (credit) areas. Vocational courses range from developing skills in cable splicing to the latest theory of computer switching systems. In-service personnel are paid regular salaries while in training with most classes running 40 hours per week and lasting from one to eight weeks in length. The represented companies provide or assist in the acquisition of needed support equipment and materials which has allowed for a minimal cost for student fees.

Contact Person: Everett L. Mitchell, Administrative Assistant
Seminole Junior College
(305) 323-1450

Title: Women Interested in Further Education (W.I.F.E.)

Description: Women Interested in Further Education is a six-week, non-credit course designed to provide an atmosphere in which women can become aware of their interests, abilities, and values; explore the socialization process that has shaped their lives; and evolve plans for the future based on a deeper understanding of self and a more realistic appraisal of the educational/vocational opportunities in the community. Essentially W.I.F.E. is a small group experience involving a counselor/facilitator and 15-25 women. Meeting once a week for three hours, the course utilizes small group discussion techniques, films, guest speakers, tests, (STRONG, EDWARDS, POI), lectures, and role playing to meet the objectives outlined above. Each woman also spends several hours in one-to-one sessions with a counselor during the course of the program.

Contact Person: Mrs. Maggie Culp, Counselor
Seminole Junior College
(305) 323-1450

Title: Programs for Senior Citizens

Description: Seminole Junior College has assisted the senior citizens of its community by establishing a center that provides senior citizens with several services. The major components of these services are: (1) Information - Counseling and Referral (direct information and assistance to the elderly and their families). (2) Employment Referral (securing part or full-time for the elderly). (3) Education (organizing, staffing, and servicing educational groups off campus). (4) Recreational (providing recreational opportunities both off and on campus). (5) Volunteer Service - (coordinating volunteer needs of non-profit organizations with those who desire to serve as volunteers). It is anticipated that in the near future, many of these services will be moved off campus under the sponsorship of other community agencies.

Contact Person: Lyle K. Suffield, Director, Project GREATEST
Seminole Junior College
(305) 323-1450

Title: A Video Tape Production and Playback System

Description: To help meet the needs of the SPJC - Clearwater Campus for a video tape production and playback system, the library installed a simple closed circuit TV system. The system utilizes four video tape decks via an amplify R.F. signal channels 2,4,6, and 7 to playback various pre-recorded tapes to 16 monitors. To produce video tapes a "mobile" production unit was developed. It consists of two video cameras and a cart designed to hold a video tape deck, a special effects generator, and sound controls. The "mobile" production unit facilitates on-the-spot tape productions by teachers and students. The total system represents a most economical means of providing a video learning system.

Contact Person: Glenn R. Dallman, Director, Library Services
St. Petersburg Junior College
(813) 546-0011 Ext. 532

Title: Specialized Program for Deaf Students in the Community Colleges

Description: The St. Petersburg Junior College Program for the Deaf is a two-track program leading to the Associate in Science Degree with a general business or data processing major or the Associate in Arts Degree with a university parallel major. The course content and teaching strategies of each track have been adapted to the learning styles of deaf students. Co-Curricular experiences have been developed which provide special activities for the involvement of the deaf.

Contact Person: Mr. Thomas M. Howze, Chairman, Program for the Deaf
St. Petersburg Junior College
(813) 546-0011 Ext. 449

Title: Open College

Description: Open College takes college-credit education into the homes of the students of Miami-Dade Community College, using television, radio and independent study. Students are required to come to campus only for exams, though optional on-campus activities are scheduled. The schedule for Open College courses varies each term. Faculty members consult with students by phone or by appointment. Feedback is availabe to students through faculty consultation, utilization of an open-circuit radio question and answer program, or through use of a computerized instructional management system that evaluates student performance and provides individualized learning prescriptions.

Contact Person: Dr. J. Terence Kelly, Assistant to the President
Miami-Dade Community College, District Administration
(305) 274-1214

Title: Man and Environment

Description: In consortium with several community colleges in Central Florida, the Pasco-Hernando Community College has brought higher education into the living rooms of some 240 Pasco and Hernando county residents via the medium of television. The environmental course is designed to acquaint citizens with the fundamental aspects of ecology in terms of increasing their individual awareness. As evidenced by extensive evaluation, the general consensus of participating students and faculty is that the television instructional program is meeting its objectives and that it is providing students with an opportunity congruent with the Cargegie Commission's recommendation of "less time, more options." It is, therefore, the considered opinion of P-HCC officials that exposure of environmental imperatives by television has not only enhanced student values, but also has provided an increased public awareness by utilization of an intellectual, stimulating, and innovative approach.

Contact Person: G. T. Williams, Instructor - Biology
Pasco-Hernando Community College, West Pasco Center
(813) 842-8478

Title: Public Administration Program

Description: This is the only Public Administration Program in Florida. This unique program is designed to prepare students for careers at the managerial and executive levels in local public service. Persons employed by or preparing for employment by city and county governments who select the program study such things as budget analysis, planning, organization and management methods, and personnel administration.

Contact Person: Chairman, Division of Public Services
Broward Community College, Central Campus
(305) 581-8799 Ext. 222

Title: Tourism Program

Description: The Tourism Industries Administration Program provides courses to help update personnel in various tourism industries in South Florida. Students learn the history, organization, problems, opportunities, and future trends in the many areas which comprise the travel and tourism industries. Emphasis is placed on the economic benefits and social implications of tourism. Work experience forms an integral part of the program. Faculty appraise the learning progress through on-site visitation and consultation with the students and their supervisors.

Contact Person: Mr. Ray Dietrich, Department Head, Public Services
Broward Community College, Central Campus
(305) 581-8700

Title: Open-Door Policy and Mini-Mesters

Description: Broward Community College has an open-door policy of accepting any student with a high school diploma or equivalency. Remedial courses in the basics, such as Mathematics, English, Science, and Reading, are offered to any students who need to develop certain areas of low achievement. The College offers evening and weekend courses as well as the regular day classes to accommodate persons with various life styles and work schedules. Mini-mesters are scheduled within terms so that students may take any combination of fall term courses or mini-mester courses. Continuous, on-line registration from 8 a.m. to 9 p.m. is available and students may register for courses at any campus at any registration location.

Contact Person: Mr. Glen Rose, Registrar
Broward Community College, Ft. Lauderdale Center
(305) 525-4271

Title: Recruitment in Citrus and Levy Counties

Description: Recruit part-time students in Citrus and Levy Counties who would take college credit courses at night if they were offered in their communities. Courses were scheduled in Chiefland, Bronson and Williston, and to a lesser extent in Crystal River and Inverness. In most cases, we listed a minimum of fifteen students enrolled in the course, which meant that an interested student would have to recruit fourteen other persons. This was no small task, but when this number of students were recruited and did, indeed, register, CFCC agreed to pay the tuition of the person doing the recruiting as a kind of reimbursement for work done on behalf of the college. It appears from the first year of this program that we have hit upon a method of recruiting that is extremely practical and apparently successful. CFCC will monitor this program in future years to see if the concept is acceptable to further enlargement and expansion.

Contact Person: Robert F. Ritterhoff, Dean of Academic Affairs
Central Florida Community College
(904) 237-2111 Ext. 33

Title: Program of Instruction at Florida Correctional Institute

Description: CFCC established a program of credit and non-credit instruction at Florida Correctional Institute at Lowell several years ago. This consists of adult basic education courses leading to high school completion equivalency, non-credit vocational courses taught by full- and part-time instructors at FCI and in the vocational education facilities at CFCC, and credit instruction taught by part-time instructors (and in some cases full-time instructors) in the classrooms at FCI. The college provides the instruction and the Board of Trustees of CFCC waived all tuition payments for the offenders incarcerated at FCI. Therefore, we have to have a relatively stable student population in the classes in sufficient numbers to justify assigning an instructor to this program. The prison officials have tried to schedule classes averaging about 25 students per section. The classes meet on Monday, Wednesday and Thursday nights. FCI buys the textbooks from the CJCC Bookstore and these become the property of the institution. They then loan the textbooks to the inmate for the length of the courses and then collects them for issuance to another inmate when another section of the course is scheduled. With the success of both the non-credit (vocational) program and the credit (college Parallell) program at FCI there seems to be a need for this program to be continued indefinitely, and no plans exist for eliminating or modifying the program at this time.

Contact Person: Robert F. Ritterhoff, Dean of Academic Affairs
Central Florida Community College
(904) 237-2111 Ext 33

Title: Maximized Achievement Program (Project A.R.I.E.S.)

Description: Project A.R.I.E.S. (Applied Research in the Education Sciences) attempts to present a program based in sound educational practices: matching individual student learning styles with suitable instructional strategies. To that end, A.R.I.E.S. uses as its base the cognitive style map as developed by Dr. Joseph Hill of Oakland Community College in Detroit. Sufficient desciplines have been included so that the student can complete his general education requirements for the first year within the project. To insure student mastery of concepts and to accommodate varying cognitive styles, each discipline within the project has developed several instructional strategies. The lecture/discussion forms a common base. From this point the student may either use individualized instructional modules, audio-casette tapes, and video tapes, or seminar sessions, peer tutoring, and group discussion to master a particular concept. Every opportunity is made to accommodate each student's unique learning style.

Contact Person: Beatrice U. Kunda, Chairperson
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext. 345

Title: Weekend College at HCC

Description: The Weekend College program of HCC began during the Fall of 1970 at the Dale Mabry Campus. Since that time, the program has grown to the point that in Winter, 1974, over 300 different students participated in the program. Weekend College is an especially designed sequence of credit courses which enables the Weekend College Student to complete the associate degree requirements in approximately 2 1/2 years during the evening. It expands educational opportunity by providing a program of higher education for those who: (1) Work Monday through Friday; (2) Have small children; (3) Work or live too far away to commute daily; (4) Have irregular or shift work schedules; (5) Would rather attend a series of classes in one day than two or three days per week. By offering an annual schedule of classes, the student is able to plan his class load on an annual rather than a term basis.

Contact Person: Mr. Plano Valdes, Jr., Dean, Community Services
Hillsborough Community College
(813) 879-7222

Title: Adult Basic Education for the Handicapped

Description: Adult Basic Education for the Handicapped is a comprehensive program designed to help handicapped adults achieve economic and personal success through the attainment of a variety of life skills. This program involves cooperation with many agencies and institutions, and includes special classes for the mentally retarded, the blind and the deaf.

Contact Person: Mr. William C. Clayton, ABE Coordinatory
Pensacola Junior College
(904) 476-5410 Ext. 285

Title: Peer Jury for Examinations

Description Six students are selected from volunteers after each examination. These students meet with instructor, weigh each question, discuss each answer (possible answer) and judge (often by voice or hand vote) what answers, other than instructor's, that will be accepted. If a question is adjudged "vague" or otherwise unacceptable, it is discarded and not considered in over-all grade. This practice gives students a direct hand in evaluation of examinations.

Contact Person: Dr. Jack Young, Dean, School of Health Related Education
Pensacola Junior College
(904) 476-5410 Ext. 270

Title: Team-Tutorial Program

Description: The Futures Quality Management Laboratory uses a combination of team instruction, research, and case analysis, with freedom-of-choice for a final project. A folder with printed instructions is issued during the first class period. Each student prepares a case study, critiques of films and guest lectures, an abstract of one book, and a final project which can be a research report, an orginal videotape with group participation, a demonstration, or a guest speaker who agrees in advance to let students critique his presentation. Deadlines are assigned to provide for turning original case studies into scripts for videotape with retakes as necessary. The student sets his own pace and receives a grade when all work is completed. He may start a course at any time and individual instruction can be provided for a class of one. This program is effective for a wide range of quality capability and industrial management classes. It could be used in other areas where AV backup and research are available.

Contact Person: John R. Lane, Instructor
Brevard Community College, Cocoa Campus
(305) 632-1111 Ext. 202

Title: A six-weeks summer school program for disadvantaged and accelerated junior and senior high school students

Description: The six-weeks summer school program is designed for disadvantaged and accelerated students at the junior and senior high school levels. It is operated jointly by the Volusia County School System and Daytona Beach Community College. Classes are conducted at certain high schools for selected Volusia and Flagler County students. Classes meet four hours a day, five days a week for six weeks to provide a minimum 120 hours of class work for one high school unit.

Contact Person: Mr. Hubert Comer, Director, Adult High Schools
Daytona Beach Community College
(904) 255-8131 Ext. 294

Title: Intensified Course Format

Description: Many potential students are employed in jobs that entail changing work schedules which preclude their attending classes on a set schedule for a full semester. Regular course curricula were, therefore, adopted to varying intensified class schedules, i.e., full weekends, eight hours per day for one week, etc. The most popular format has been four hours per day for two weeks, usually with an A.M. and P.M. session allowing students to attend either daily section. This has been successful in all disciplines except Math and Science.

Contact Person: Wallace A. Schrontz, Chairman, Department of Public Services Education
Manatee Junior College
(813) 755-1511 Ext. 247

Title: A faculty-Centered Outreach Program Attempting to Reach the Disadvantaged.

Description: This effort began when a local OEO official was invited to visit with the math faculty to discuss means of reaching the disadvantaged youth of this area. From this discussion developed the idea of a core program of learning activities designed primarily to give the student self confidence, an awareness of his own potential, and a desire to continue to improve. We hope to enlist the cooperation of some of the college faculty, as well as local citizens who have a sincere interest in helping to make the effort meaningful. From the initial groups who will be invited and encouraged to attend by local counselors, teachers and business people, we hope to find those who will be interested in taking courses that will be developed around their special interests and recognizable deficiencies. We realize that the possible great diversity of abilities and backgrounds will make it necessary to approach the problems from many levels and in many social, as well as education areas. To be able to do what we have in mind will require learning and teaching devices that appeal to the various senses. We hope to develop a learning laboratory equipped with slide and film projectors, tape players, perhaps electronic storage and recall systems and stocked with films and tapes prepared primarily for use with the students we hope to be working with. We have been encouraged to continue our planning and have been led to believe that Federal Agencies will be willing to fund the project. At present, we believe the present math lab area will provide the necessary space for it.

Contact Person: Professor George R. Cash, Chairman, Mathematics Department
Manatee Junior College
(813) 755-1511 Ext. 282

Title: Independent English Studies (Service to a Correctional Institute)

Description: We offer an individualized course in writing a term or library paper for one semester hour of credit. The student at the prison selects his subject from a wide range supplied in our syllabus; does the reading and fills out a page of questions on each book or source; makes an outline; then writes the paper. Each step that he takes is checked by an instructor before he goes on to the next step. The student earns a credit and has personal contact with an interested person on the "outside".

Contact Person: LaVera M. Yarish, Chairman, Division of Humanities
Lake-Sumter Community College
(904) 787-3747

Title: Individualized Instructional Program in English Composition

Description: A team of four instructors of the English Department, Clearwater Campus, (cooperation with two instructors of the St. Petersburg Campus) has begun an individualized instructional program in English Composition, EH 140 and EH 141. At present, this criteria referenced system approach is in use in 14 of 45 sections on the Clearwater Campus and 10 of 70 sections on the St. Petersburg Campus. The intent is: (1) to develop an individualized system approach to accommodate different learning styles and rates of students; (2) to work toward development of a communications learning center. Only grades A,B,C, and I (incomplete) are used. Students may at any time improve their grades. The program is responsive to the personal growth and career objectives of the student.

Contact Person: Mr. William Arnoldy, Instructor, Department of English
St. Petersburg Junior College
(813) 546-0011 Ext. 528

Title: Logos Model of the Nursing Process

Description: Three years ago the faculty embarked on a course of action to try to develop their own models for developing problem-solving and decision-making skills. Basic to developing problems skills was the philosophical acceptance of nursing as a process. Acceptance of this brought with it the need to define the process. Over a period of three years, the faculty worked on arriving at consensus on what the steps consisted of. After agreement upon these steps the whole process was operationalized into a narrative model for use with students. This was later converted into a LOGOS model after the chairman had been exposed to the Systems training work conference at the college. The faculty has enthusiastically endorsed this model and sees the LOGOS model as a possibility for developing many other problem solving learning experiences.

Contact Person: Mrs. Almeda B. Martin, Chairman, Department of Nursing
St. Peterburg Junior College
(813) 546-0011 Ext. 371

Title: Revising Written Composition by Use of the Tape Recorder

Description: Revising written composition by tape recorder is a useful method. In a laboratory, students record and play back revised rough drafts. Enlisting the ear to aid the eye emphasizes and directs students' natural capabilities. Classroom instruction includes listening exercises stressing unity-disunity and coherence-incoherence. Students learn to detect incompleteness, disgression, irrelevance, gaps in thought, contrasting choppiness and smoothness. The tape recorder provides opportunity for discovery and response. Recognizing their weaknesses, students can then improve their papers. Repeated surveys show the majority of students crediting the tape recorder with improving their objectivity and critical judgment, involving them in their writing, giving them responsibility for improvement, and making them feel more independent, self-reliant and confident.

Contact Person: Geraldine C. Turner, Instructor, English Department
St. Petersburg Junior College
(813) 546-0011 Ext. 356

Title: English as a Foreign Language

Description: Basic English skills are taught to foreign-born students and students whose first language is not English. Emphasis is placed on the Individual student and his specific needs.

Contact Person: Ms. Gail Ellyson, Area Leader: Teaching English as second Language
Broward Community College, Central Campus
(305) 525-4271 Ext. 236

Title: Production Services for Faculty: Slides, Recordings, Training Films, Etc.

Description: The Library's audio-visual division filmed, in super 8mm-color-sound, a complete theatrical production of the NFJC Drama Department, recorded live on stage in full costume. The play was the Jeffer's version of Euripides' "Medea." The camera work was accomplished in two evening sessions of four hours each; film editing and sound sychronization in a considerable longer time. Such a film provides a self-evaluation for the actors involved; a stimulus for technical growth in future productions. The timeless subject recreated by NFJC student actors makes this an attractive substitute for commercial films on Greek culture frequently shown in social science and literature survey courses.

Contact Person: Mrs. Lu Sands, Director of the Library Learning Resource Center
North Florida Junior College
(904) 973-2288 Ext. 31

Title: English Honors Creative Media Course

Description: The two major objectives of the Creative Media Course are first to expose students to the world of media by studying and evaluating all forms of media for effectiveness of technique. The second objective is to allow students to produce media projects. Their projects may consist of poems composed by the students and accompanied by music and slides, of documentaries written, narrated, and photographed by students, and of short stories presented with audio and visual reinforcement, to name only a few possibilities. After the projects have been developed and produced, the students then announce a date at which time all interested faculty, friends, parents, and administrators are invited to view their presentations.

Contact Person: Mrs. Ava Beard, Chairman of Language Department
Daytona Beach Community College
(904) 255-8131 Ext. 441

Title: Conversational Russian

Description: This course is designed to provide the inexperienced student interested in furthering his understanding, speaking and reading skills. Special emphasis will be given to the mastery of the alphabet and the phonetic pronounciation of Russian. This class also aids Kennedy Space Center staff members to interface more effectively with their Russian counterparts in working on the joint USA and USSR space venture.

Contact Person: Rogers D. Mansfield, Coordinator of Continuing Education
Brevard Community College, Titusville Center
(305) 269-1220

Title: Bilingual College Program

Description: The Downtown Campus Bilingual College Program was started in the Fall of 1972. This program makes available a wide range of college courses with bilingual instruction for those students who recognize the importance of bilingualism in Dade County. With the influx of Cubans and other Latins into the Miami area within the last ten years, there has been a tremendous change in all aspects of community life. About one-third (more than 350,000), of the present population of Dade County and over fifty-two percent of the actual population of Miami is of Spanish-speaking descent. Because of this fact and the cultural impact these people have had on Miami, the Dade County Board of Commissioners passed an ordinance in early 1973 declaring Dade a bilingual and bicultural county. The implications of this action are significant especially in the area of jobs and education. The Bilingual College Program is not intended to be a remedial language program. On the contrary, one of the requirements of the program is that students be or become proficient in both English and Spanish. One of the main goals of the program is to allow students to improve their bilingual ability at the same time they master the subject matter of their choice. This is accomplished by offering credit courses with bilingual instructors thus enabling the student to select texts, readings, tapes and to write their exams and to make oral and written reports in the language of their choice. One important goal of the program is to produce bilingual and bicultural students who can communicate orally and in writing in both English and Spanish with proficiency commensurate with their experiential and educational level, age, and interests and who can interact with equal effectiveness with members of both cultures. The age factor is an important aspect especially with the adult student in the over-30 age group. This particular group generally experiences difficulty with the English language in varying degrees and in many instances this has become an unbreakable barrier in their effort to further their education. By providing course content in Spanish the program has made education viable to a large number of people. This has been especially true in skills and occupational areas. The curriculum content in Spanish, which parallels regular curriculum content in English, is an essential component of the Bilingual College Program. The curriculum content in Spanish provides instruction which contributes to the educational process of both Spanish language origin and English language origin students. For the Spanish language origin student, this component develops further native language skills; develop insights into his own culture; provides a means of preserving his academic standing in relation to the regular English curriculum while learning English as a second language. For the English language origin student who has been involved in Spanish as a second language instruction, this component includes the development of his skills in the second language and the development of his insights into the second culture. Curriculum content in Spanish refers to instruction in Spanish dealing with the regular curriculum content which is normally taught in English at Miami-Dade Community College. Music, art, social studies, mathematics, science, physical education, or any other aspect of the regular curriculum in English. Participating students are to be given full credit for any subject area taken in Spanish.

Contact Person: Dr. Eduardo Padron, Dean of Instruction
Miami-Dade Community College, Downtown Campus
(305) 577-6740

Title: "Tailor-Made" Biology

Description: This is still in "progress stage" but it is anticipated that eventually, enough Mini-Modules will be available (19 are now), so that a student may choose certain modules which are pertinent to his/her field of study, i.e., a student who anticipates a career in medicine might want to select, mini-modules in circulatory system, digestion, nervous system, etc. Another student who anticipates a career in forestry, might choose mini-modules concerned with taxonomy, plant and animal identification, plant structure, etc.

Contact Person: Ralph Castellano
Hillsborough Community College
(813) 879-7222

Title: Workshop on Death Attitudes and Life Affirmation

Description: An interdisciplinary, team-taught workshop for faculty, staff, students, and townspeople devoted to the discovery and analysis of death attitudes and resources for life affirmation. In an atmosphere of free exchange and open discussion, through group interaction, and with the assistance of guest speakers and a variety of teaching methods and strategies, participants probe the nature of death, human fears and hang-ups relating to death and the various forms of death-in-life that all human beings experience. Participants are aided in discovering the life-denying aspects of their lives and in locating resources for life-affirmation within themselves and in each other.

Contact Person:
John A. Chew, Mortuary Science Department
Miami-Dade Community College, North Campus
(305) 685-4481

Title: Associate in Science Degree Program in Security and Loss Prevention

Description: A fully integrated approach to Security Education has been developed in this program. This approach embraces many facets of the academic community with a primary objective of developing an inter-disciplinary curriculum oriented to the total concept of loss prevention management. Security is not law enforcement but it augments, overlaps and assists proper law enforcement efforts. Security attempts to provide protection against all forms of losses due to man-made, natural or environmental hazards. It also attempts to prevent all unlawful events from occurring to nations, states, municipalities, corporations, businesses and individuals. Its main goal is to provide protection against all forms of losses. These courses of study are open to both men and women students and provide the necessary preparation for beginning employment in various personnel, physical and industrial security agencies. Courses are conducted in both day and evening classes. The programs lead to graduation with an Associate in Science degree in Security and Loss Prevention.

Contact Person:
Lawrence D. Tuttle, Law Enforcement Department
Palm Beach Junior College
(305) 965-8000 Ext. 285 CJ-4A

Title: For Maximum Security Inmates at Florida State Prison (U.S. History to 1865)

Description: U.S. History is taught in the classroom at Florida State Prison. Each class is taped and taken the next day to inmates in lock-up. This is played on cell intercommunication system or the students (8) are taken in a group to the morning room to hear it. Books and written materials are delivered to the cells. The instructor will meet several times during the term of the class with these men. As the men are released to return to general prison population they start attending the formal class.

Contact Person: Dale Perkins, Coordinator Continuing Education
Lake City Community College
(904) 752-1822 Ext. 244

Title: For Maximum Security Inmates at Florida State Prison (Human Relations)

Description: The class is offered at Florida State Prison for inmates in Lock-up. These inmates are confined one man to a cell. Once a week these inmates and three guards meet in the morning room of the cell block with the instructor for class. Books and written materials are available to the inmates in their cells.

Contact Person: Dale Perkins, Coordinator Continuing Education
Lake City Community College
(904) 752-1822 Ext. 244

Title: Criminal Justice Institute

Description: The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration of the Federal Department of Justice and the Governor's Council on Criminal Justice. The Institute is designed to serve the needs of all facets of the Criminal Justice Agencies of Broward County. Operated by Broward Community College, its purpose is to serve all government divisions of Broward County, large or small and to upgrade the administration of Criminal Justice. Programs are available in Criminal Justice, Corrections, Police Science, Crime Scene Technology, and Security Administration. Non-credit seminars and workshops are offered for police to meet the training needs of the criminal Justice agencies of Broward County and southeastern Florida.

Contact Person: Mr. James F. McGowan, Director of Criminal Justice Institute
Broward Community College, Central Campus
(305) 581-8700

Title: Flexible Teaching and Grading Methods

Description: A majority of the Social Science Teachers at the Ybor Campus of HCC use flexible teaching and grading methods. That is,within each class period a variety of teaching methods are used, including: lectures, audio-visuals, group work (T-grps, or sensitivity), tutoring, discussions, simulation games, etc. Most teachers are also using a grading system involving "points". This allows for great flexibility and individual differences. The value of points remain stable but the student is given a wide choice of assignments that will fulfill the point requirements.

Contact Person: Sarah Hughes-Pappas, Social Science Coordinator
Hillsborough Community College, Ybor City Campus
(813) 879-72222 Ext. 403

Title: Criminal Justice Program

Description: This is a total program comprising Police Science, Preventions and Corrections and Security and Theft Control. Each area is complete within itself. Each area is backed and completely supported by the appropriate community agency. The interaction between HCC and community agency in regard to facilities for training use of experts within the field, makes this a very positive and successful program. The program offers re-training courses for law enforcement personnel desiring the latest in methods and technology.

Contact Person: Phillip Byman, Associate Professor
Hillsborough Community College
Ybor City Campus
(813) 879-7222 Ext. 443

Title: Americanism vs. Communism

Description: For the past two years, PJC's Adult High School has offered high school credit courses in Americanism vs. Communism and American Government via TV. Thirty half-hour lessons were taped by the College TV station, WSRE. The teacher prepared a fifty-page student guide to parallel the thirty TV programs with reading assignments, objectives, study hints, charts, and so forth. The students may enroll for home TV viewing or, as most do, view the programs in a normal classroom situation. The AV course follows state regulations but also includes relevant parts of sixty films and over 900 stills. The American Government series includes numerous interviews that include four U.S. Congressmen, a former Vice President, a governor, state legislators, and many others. At the present time, about 1000 student guides have been sold.

Contact Person: George A. Reed, Assistant Professor of Adult Education
Pensacola Junior College
(904) 476-5410 Ext. 250

Title: Anthropology Field Schools

Description: During the summer of 1973, Edison Community College students in a "touring classroom" (bus) spent more than five weeks traveling 7,905 miles studying at ten major American private facilities and research centers. During this school year, the department has conducted field schools and private studies at Lion Country on Florida's east coast and students in anthropology courses have participated during brief stays there.

Contact Person: Mr. George Huggins, Instructor of Anthropology
Edison Community College
(813) 481-2121

Title: Introduction to Sociology - An Individual Program

Description: This program consists of a series of five modules (each module is composed of three units) each of which is complete in itself. Reading tapes, to force concentration, as well as explanatory tapes are available for each of the modules. The student may work at his own speed individually, or in small groups. Alternate forms of tests covering the material in the modules permit retesting if the student is not satisfied with the original grade. The modules cover the traditional introductory materials, but utilizes the works of eminent sociologists rather than a rewording by the author.

Each unit has a built-in glossary for interpretation of sociological terminology. The basis materials in each module is underscored so that the slower students will not be frustrated by the higher level materials that are included as a challenge for the most advanced students.

Contact Person: Sister Rosanne Jones, Professor of Sociology
Hillsborough Community College - Ybor City Campus
(813) 879-7222

Title: Inter-Disciplinary Intensive Mini-Course

Description: The summer of 1974 will initiate an intensive three week "mini-course" which meshes the two courses Psychology of Adjustment and Introduction to Sociology. The student will be able to earn 6 semesters hours of credit within the three week period. Classes will meet every day from 8 a.m. to 3:30 p.m. One course stresses the "affective domain" of feelings and beliefs and values while the other deals mainly with the "cognitive domain" of ideas and concepts. It is believed that this offering will attract students because it gives them more of a choice in scheduling. It also will serve to introduce the broader application of "modular scheduling" to Hillsborough Community College.

Contact Person: Sarah Hughes-Pappas, Social Science Coordinator
Hillsborough Community College, Ybor City Campus
(813) 879-7222 Ext. 403

Title: Florida Institute of Criminal Justice Program

Description: The Florida Institute of Criminal Justice was established five years ago by a member of the law enforcement faculty at Central Florida Community College. The FICJ is a non-profit institute operating as a separate budget item under the umbrella of CFCC, utilizing our staff and facilities for its existence. The FICJ sponsors short courses, workshops, seminars in the area of law enforcement as opposed to the standard type of three-credit hour course that would extend over a seventeen-week term. It was recognized that many law enforcement persons involved in continuing and upgrading their professional education could not find time for a three-credit course in the evening or afternoons, over a seventeen-week term, but could attend a short, concentrated, two or three-day workshop in a particular area. This, of course, is one of the basic ideas behind the whole continuing education program. That in-service persons would have their education upgraded and renewed, refreshed and continued has long been an established fact. The FICJ is nothing more than an organization set up to accomplish this fact for the law enforcement persons within CFCC's service area. The FICJ has been successful in attracting top-flight persons with, in some cases, national reputations. The FBI, the Federal Bureau of Dangerous Drugs and Narcotics and the various Florida state law enforcement agencies have been most cooperative in sending persons to serve on our faculty and staff for the short institute, seminar and workshop type of courses scheduled by the FICJ. It has been determined that for the past several years the institute has been self-supporting, and in several cases has even shown a slight profit, which can be used to support other law enforcement activities at Central Florida Community College.

Contact Person: Robert F. Ritterhoff, Dean of Academic Affairs
Central Florida Community College
(904) 237-2111 Ext. 33

Title: Basic Education Program

Description: Nine years ago we had a guided Study Program that offered institutional credit, which prepared students in remedial instruction for entrance into the standard program. After a number of attempts at varied formats, this program was modified to the basic education concept which we now employ. Under this new concept, a student is enrolled in a course and is given as long as is necessary to complete the objectives of the course. This may be one term, two terms and in some cases, three terms. In addition, the students are given special tutoring help and other special student services by a group of persons on the Basic Education Department team. As a result, the drop-out rate has lowered significantly and students are encouraged in the knowledge that what they are doing is, in fact, college level work and they are working toward college credits in much the same way as students in the "standard" sections at CFCC. This also helps in the normal frustration problems encountered by students needing remedial help. Disadvantages to the program include the lengthened time necessary for students to complete the program, which must be considered realistically by students who are ill-prepared to do college level work and also the lack of any special funding for the program. If the program were labeled "compensatory" or "remedial" it might well be that it would qualify for additional funding, but by not labeling these courses as either, the institution is removed from any special funding consideration.

Contact Person: Mrs. Carolyn West, Chairman, Basic Education Department,
Central Florida Community College
904-237-2111, Ext. 51

Title: Problem Solving with Computers

Description: The mini computers are used by students in mathematics and occupational programs to solve problems indigenous to the area. This usage includes demonstrations, homework assignments, and laboratory calculations, the computers are available to students from 8:00 a.m. to 10:00 p.m. daily.

Contact Person: Mr. W. L. Bolin, Chairman, Department of Engineering Technology
St. Petersburg Junior College
(813) 546-0011 Ext. 378

Title: Individualized Instruction in Technical Algebra and Trigonometry for Students in Occupational Programs

Description: The course, which used the P.S.I. (personalized system of instruction) method developed at M.I.T., is broken down into 16 study units. Each study unit contains an introduction, a set of unit objectives, detailed explanations of text materials, and assigned reading plus problems in the course text. The student studies a unit, then takes a unit test that measures mastery of the unit objectives. If a student has mastered the materials, he proceeds to the next unit.

Contact Person: Dr. Homer A. Jopling, Chairman, Department of Mathematics
St. Petersburg Junior College
(813) 546-0011 Ext. 514

Title: Independent Study Beginning Algebra through Second Term Calculus and Relevant Liberal Arts Mathematics

Description: Self paced, programmed mathematics covering algebra through some calculus. A continuum from no knowledge of algebra through elementary algebra, college algebra, trigonometry, differential and integral calculus. Philosophical and practical emphasis on relevant mathematics. Relevant to present day living and use. Seen from learner's view point rather than mathematician's view point. Solid mathematics without rigor and formality that enthuses only mathematicians. Profound mathematics with appeal to common man and no great emphasis on learning what is only of interest to mathematicians. Appreciation of what mathematics has to say in most of current culture without the boredom of having to say it as professionals do.

Contact Person: Carlton A. Lane, Professor of Mathematics
Hillsborough Community College, Plant City Campus
(813) 223-1761

Title: Placement and Re-Placement in Mathematics

Description: Students are initially placed in mathematics courses by counselors who have the students' records, including high school transcripts, Florida 12th grade test scores, or S.A.T. or S.C.A.T. scores, as well as our own placement criteria to go by. Inevitably, an appreciable percentage of students find that they are in a course that is too easy or too difficult for them. For several years we have found it possible, and advisable, to permit the student to drop to a lower course or in a few instances try a higher course. He may drop back at almost any time if he can find a class appropriate to his needs. We have reduced failures to a very low percentage. Only the latter course appears on the student's records.

Contact Person: Professor George R. Cash, Chairman, Mathematics Department
Manatee Junior College
(813) 755-1511 Ext. 282

Title: Mathematics Laboratory

Description: Individual tutoring of students requiring help in mathematics is available at convenient hours. A special room designated the "Math Lab" is set aside for this purpose. An instructor or a selected student tutor is present during tutoring hours from 11:00 a.m. to 2:00 p.m.

Contact Person: Louis R. Wirak, Chairman, Math-Science Division
Lake-Sumter Community College
(904) 787-3747

Title: FORTRAN Programming for Technicans

Description: This course is designed to take students who have been rather thoroughly educated in an Engineering Technology, to give them a solid basic understanding of computer operations, and then to develop their ability to apply their new competence to the specialized problems of their chosen fields. The principle instructor handles the class as a group until after mid-term. The students then spend the remainder of the term in separate groups under a faculty member who is competent in both the particular engineering field and computer applications to that field.

Contact Person: Lloyd J. Kiernan, Director, Data Processing Center and Electrical-Electronics Engineer Instructor
Lake-Sumter Community College
(904) 878-3747

Title: Introductory Algebra

Description: This course is a self-instructional course designed for students deficient in the mathematical skills prerequisite to a successful experience in elementary algebra. The instructor is available at all times to answer questions. Classroom attendance is required. A student may start at any point in the course by taking pretests and scoring them for himself. If he does not make a perfect score, the text directs him to the necessary explanations. After completing a chapter, a posttest is taken and scored by the student. If he is satisfied that he knows the material, he may ask the instructor for a parallel test on the chapter. The instructor scores this test immediately and discusses any mistakes made with the student. If the student misses any problems, he is given another test covering those examples he missed, if only a few, or a completely new test if he made a low score. In every case, a student must understand how to do all examples on the tests before he is allowed to advance to the next chapter. The student progresses at his own rate and may take 2 semesters to complete the course.

Contact Person: Mrs. Hazel D. Walker, Instructor
North Florida Junior College
(904) 973-2288 Ext. 33

Title: Mathematics for Elementary Teachers

Description: This is an individualized course - allowing the student to study in the pattern and at the pace most conducive to his learning efficiency. Seventeen units are covered in a two-semester course, and a test on each unit is given as each student completes that unit. The tests are graded immediately by the instructor and any mistakes are discussed with the student. A grade of 90% or better is required before the student may advance to the next unit. A low score may be improved by taking another parallel test. The beauty of this course lies in the fact that the alert, progressive student is not held back because of the slow learner. He may discuss any phase of the course with the instructor at any time. Most students attain a high degree of competence. Others may extend completion of the course to another semester. Classroom attendance is required.

Contact Person: Mrs. Hazel D. Walker, Instructor
North Florida Junior College
(904) 973-2288 Ext. 33

Title: Individualized Manpower Training Program

Description: Indian River Community College was selected as one of the pilot demonstration sites of the federally funded Individualized Manpower Training Centers. In the IMT Center, individualized instruction is provided in remedial mathematics, language skills, reading, employability behavior and complementary skills to disadvantaged and/or handicapped persons from Indian River, Martin, Okeechobee and St. Lucie Counties. Within the total curriculum, the individualized programs aim toward preparing enrollees to reach their occupational goals. Instructional activities are designed and prescribed to enable the enrollees to acquire specific educational and employability skills. The basic design of the program enables the enrollees to participate in these activities concurrently with their occupation or occupational training courses. When the enrollees are admitted to the IMT Center, their academic strengths and weaknesses are identified by various tests. After diagnosing the test results, an individualized program of study is prescribed, concentrating on the elimination of the academic deficiencies of each enrollee.

Contact Person: Marianna A. Moody
Indian River Community College
(305) 464-2000

Title: Nuclear Medicine Technology

Description: A very new and unique program within the allied Health area. One of four programs in Southeastern U.S. The lab equipment offers the student an opportunity to learn the latest techniques and uses of nuclear medicine methodology. One of the most complete and modern Nuclear Medicine labs.

Contact Person: Huey Barnett, Associate Professor
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext 201

Title: Individualized Instruction Labs

Description: Audio-tutorial biology:
(a) Completely individualized instruction by use of audio-tapes, programmed reading material, films, film loops, experiments, etc.
(b) Physical Science Lab. Completely individualized instruction using experiment kits to teach students basic physical principles.

Contact Person: Tom Rowland, Department Head
Lake City Community College
(904) 752-1822 Ext. 256

Title: Special Scheduling

Description: Two night sections of each Fire Science course are scheduled each time a course is offered in order to allow students who are firefighters the option of attending class either of these two nights so that their varying work schedules will not preclude class attendance. A full-time surveying student can complete the degree requirements in the normal two year period and at the same time build up in-service time by working for a local surveyor because the surveying classes are scheduled four nights and one day a week.

Contact Person: Mr. J. B. Rader, Chairman of Engineering Department
Palm Beach Junior College
(305) 965-8000 Ext. 235

Title: Physics Laboratories, Physics with Calculus. Introduction of principles of experimental data analysis using individual programmed calculators.

Description: The student learns to use a small programmed calculator (basically, a scientific miniature computer) to analyse experimental data to determine the type of relationships which exist between variables in the basic laws of physics. The student learns to use statistics to evaluate the reliability of his data and to assign a bracket (mean value ± maximum error) within which the true value for the variable lies with a mathematical certainty of 95% - - 99%, etc.

Contact Person: Dr. P.J. Dasher, Chairman, Physics and Physical Science Department
Palm Beach Junior College
(305) 965-8000 Ext. 236

Title: Wastewater Plant Operator, Associate in Planned Certificate Program

Description: Wastewater Treatment Plant Operators Program (Program #99) provides the student with the necessary knowledge and skills to qualify for immediate employment as a Wastewater Plant Operator. The program consists of study in mathematics, biology, chemistry, English, and report writing, safety, design, equipment, laboratory and plant operation. In addition, the student will receive on-the-job training at a local treatment plant. During the program the student will take the Florida State Department of Pollution Control Domestic Wastewater Facilities Operator Certification Examination if qualifications are met. The program is also designed to upgrade the skills of presently employed treatment plant operators. Women, as well as men, may enter the program. The total program consists of 17 credits of classroom instruction which may be completed in two consecutive terms, and on-the-job training at a local treatment plant. Enrollment in this program is approved by the Department of Engineering. Stipends and financial assistance is given to those enrolled in this program through the Environmental Protection Agency when available. A Planned Certificate is awarded upon successfully completing all 17 one-credit courses. The credits may be applied towards an Associate of Science Degree in Civil Engineering Technology or in Environmental Control Technology. There are no entry qualifications.

Contact Person: John C. Pistorino, P.E., Chairman, Department of Engineering
Miami-Dade Community College, South Campus
(305) 274-1225

Title: Biological Parks Technology

Description: The unique program in Biological Parks Technology is designed to train students for the vocations of zoo keepers, park naturalists and animal technicians. It is structured to prepare persons for work in zoos and parks throughout the nation or for advanced study at institutions offering upper division studies in this area. Graduates of the program meet biological parks (zoo keepers) certification requirements. A 20-acre biological park is provided on the campus to provide a natural setting and practical experience for students in this program.

Contact Person: Dr. Ray Giron, Coordinator of Biological Science
Santa Fe Community College, Northwest Campus
(904) 373-5161 Ext. 291

Title: Pilot Nursing Program: The Career Ladder Approach

Description: Permission has been granted by the Florida State Board of Nursing to Clearwater Campus of St. Petersburg Junior College for an Associate in Science Degree Pilot Nursing Program which is implemented into a complete individualized independent learning system. Advancing the career ladder concept, students progress from core courses with other allied health fields students to three defined levels of Nursing Therapy Technicians: Nurse's Aide, Practical Nurse, and Registered Nurse level. Level one students possess a saleable skill for the consumer-client. Level two students are eligible for matriculation into the Pinellas Vocational-Technical Institute Licensed Practical Nurse Program to prepare for licensure examination eligibility. Level three students are eligible to write State Board examinations for licensure as a registered nurse.

Contact Person: Miss Anastasia M. Hartley, Chairman, Department of Nursing
St. Petersburg Junior College, Clearwater Campus
(813) 546-0011 Ext. 411

Title: Systems Approach to Curriculum

Description: In an effort to decrease attrition and to accommodate to different learning styles and rates, the Department of Nursing began three years ago to implement a modified systems approach to the curriculum. Behavioral objectives, with at least two types of different learning experiences and tests, have been developed for each of the sub-units. Students who do not meet the objectives are recycled until the objectives are met. A notable decrease in attrition (15%) has been noticed under this system. In addition, instructors report a decided increase in students' sense of responsibility of self direction.

Contact Person: Mrs. Almeda B. Martin, Chairman, Department of Nursing
St. Petersburg Junior College, St. Petersburg Campus
(813) 546-0011 Ext. 371

Title: Emergency Medical Care

Description: This course has been instrumental in providing the skills for hospital emergency rescue personnel. Heretofore, there was a hospital program of in-service which was unable to provide for these needs.

Contact Person: Dr. Robert W. Westrick, Dean
Pasco-Hernando Community College, Hernando Center
(904) 796-5126

Title: Mini-Module Approach

Description: The students receive at no charge, a study guide, called a Mini-Module. This module contains all the information a student needs to pass a test on the material. The module is so constructed that space is provided for note-taking from lectures, films, etc., and provides that the student go over the material at least five times, if the student follows the instructions. The system also helps the student in spelling.

Contact Person: Ralph Castellano
Hillsborough Community College
(813) 879-7222

Title: Independent Study (I.S.)

Description: Policemen, Firemen, and students whose hours of work change need not drop out of the course. The instructor provides the student with a Mini-Module and a textbook and the student works on his/her own. The only requirement is that they come in at least once a week to give a progress report or to take any test. Progress reports and questions that students may have may also be given by telephone. The student may also work at his/her own pace and actually finish a course before the end of the term as well as start the second half of the course.

Contact Person: Ralph Castellano
Hillsborough Community College
(813) 879-7222

Title: Comprehensive Instructional Materials for Teaching Medical-Surgical Nursing to Practical Nursing Students

Description: Materials have been developed for centering the teaching and learning of medical-surgical nursing around behavorial objectives that were derived from tasks performed by the practical nurse. The program consists of a comprehensive teaching outline and correlated study guide for the student. The teaching outline provides guidance for test items to test the stated objectives. The student's study guide includes the stated objectives, references and teaching aids, and a flow-chart guide for self-study. The course consists of formal classroom instruction and clinical experience and instruction by self-instruction.

Contact Person: Lou Scott, R.N., Department Head, Practical Nursing
Pensacola Junior College
(904) 476-5410 Ext. 288

Title: Cooperative Health Occupation Education Program

Description: The CHOE Program is a joint endeavor of PJC and the Florida Department of Vocational Rehabilitation to prepare vocational rehabilitation clients for gainful employment. Many of the students are socio-economically deprived. The instructors and rehabilitation counselors cooperate in finding suitable health agencies for on-the-job experience. Classroom instruction consists of basic education and health related courses. The program covers two terms, but students may withdraw and go to work if a job opportunity arises.

Contact Person: Lou Scott, R.N., Department Head, Practical Nursing
Pensacola Junior College
(904) 476-5410 Ext. 288

Title: Auto tutorial instructional packet on problems and prevention of Venereal Disease

Description: The package consists of three phases:

A. Testing - a pretest and a posttest
B. A reading package requiring approximately 40 minutes. The readings incorporate student responses. Not of the programmed instruction type, rather, the student is asked to read several paragraphs, then respond to questions relative to the material.
C. A slide-tape presentation.
Time: approximately 20 minutes. This segment recaps the previous material and augments it with visually effective material.

Packages of this nature, once produced are then available for student use outside of class as needed. Ideally, material of this nature would be available to students after class through the library.

Contact Person: C. A. Morris, Instructor of Adult Education
Pensacola Junior College
(904) 476-5410 Ext. 250

Title: Simulated Office Practice Laboratory (mobile)

Description: A mobile unit with two simulated offices and a typing laboratory, this unit can be moved throughout our district to accommodate the citizens. The unit was obtained to educate the disadvantaged persons in our district.

Contact Person: Dr. James A. Culligan, Assistant Dean, Vocational-Technical Programs,
Pasco-Hernando Community College
(904) 567-6701

Title: Marketing-Distribution Program

Description: This is one of the largest(by number) Marketing-Distributive Education Programs in the U.S. A wide variety of curriculum options offers a student a wide choice in selecting a career goal. Community involvement is very strong through the efforts of local groups such as Sales and Marketing Executives, Professional trade associations, service organizations and independent business and financial leaders. The Marketing-Distributive Education program in Florida.

Contact Person: Richard Anderson, Associate Professor
Hillsborough Community College, Ybor City Campus
(813) 879-7222 Ext. 476

Title: Modular Accounting Program, "ALEX,(A LEARNING EXPERIENCE)"

Description: The program consists of audio-visual cassettes and filmstrips. Each module has an explanation and problems for the phase of accounting being covered. The cassettes can be shown before the lecture or following the lecture and discussion to cement the knowledge contained in the module in the student's mind. These can be used with any text in accounting, or as auxiliary help. In its first full year of usage, this approach has had outstanding success, reducing our drop-out rate from 40 percent to less than 10 percent.

Contact Person: Albert J. Arsenault, Professor of Accounting
Hillsborough Community College, Ybor City Campus
(813) 879-7222

Title: Specialized Instruction in Accounting

Description: The course content in Principles of Accounting will be taught through the use of film strips and tape recordings. Each lesson is developed into a module, which the student will view in a 20 minute block. The second

20 minutes, he will review the module and take notes on a prepared student outline which will be obtained from the student bookstore. He will then be given a practice examination on the facts presented in the module, which will be scored in class and reviewed by the student. Additional accounting problems will be assigned for homework from student resource materials which will also be obtained by the student from the student bookstore. After both the module and resource materials have been completed, the student will be given an examination for grading purposes. The advantages of the specialized course over the conventional accounting, which is currently being taught are the following:

(1) The student will save approximately $3.00 in cost of materials.
(2) The student can progress at his own rate, because there will be a duplicate set of materials for the student to use in the library.
(3) The student will have access to the teacher for individualized help at all times during the classroom presentation.

Contact Person: Dr. Louise Wise, Associate Professor Business Administration
Pensacola Junior College
(904) 476-5410 Ext. 266 or 267

Title: Shorthand Laboratory

Description: We have installed a 38 station Electronic Futures, Inc. - Wireless Shorthand Learning System. This system has four channels and has proven to be very valuable in that it permits students to work, individually, as well as collectively to improve their speed. We have three sets of dictation tapes that provide every facet of materials needed for the student's individual pursuit. The interest and use of the equipment has been phenomenal.

Contact Person: Mr. Charles M. Behrman, Chairman, Business Education Department
North Florida Junior College
(904) 973-2288, Ext. 36

Title: Practical Application of Business Theory

Description: By the end of the term in the Introduction to Business course, each student is required to submit a complete plan for a business enterprise, including type, location, organization, staffing, motivational guides, control procedures, goals, financing, marketing and distribution, income forecasting, budgeting. Each aspect of the plan must be supported by business and economic theory covered in the course, including such things as break-even-point analysis, etc.

Contact Person: Mr. J. D. Mallonee, Professor, Business Administration,
Manatee Junior College
(813) 755-1511, Ext. 283

Title: EC132 - Introduction to Consumer Finance

Description: Introduction to Consumer Finance is a 3 credit transfer offering taught under an economics heading that focuses on consumer practices and habits, the effects of credit and taxation policies on consumer behavior, contemporary problems of personal and family finance, and the activities of interest groups, businesses and government in the area of consumer protection.

Contact Person: John Neal, Instructor of Social Science
Lake-Sumter Community College
(904) 878-3747

Title: SAM 275-276-277 Seminar Work Methods, I, II, III.

Description: These courses assist students in career planning by having them match fields of interest with career opportunities. Testing, Counseling, and continuous guidance are provided. Students are indoctrinated in job interviews and initial job placement. Techniques used include resume preparation, and interview role-playing. Each student works a minimum of 12 hours per week, and as they progress in the jobs they are exposed to work motivation and self-development techniques. Weekly seminars are devoted to discussions of student experiences and evaluations of work performance to encourage continuous development of employment skills and attitudes.

Contact Person: Joseph S. Wuermli, Professor of Management
Hillsborough Community College, Ybor City Campus
(813) 879-7222

Title: Optimal pass-fail grade in physical education activity courses.

Description: All students who take physical education choose the type of grade they wish to receive. Following is the form used by the instructor:

> Indicate the type of grade you wish to receive in this class by placing a check mark in the appropriate box. You will not be able to change your choice once the form has been turned in to the instructor.
>
> ☐ A, B, C, D, F grade
>
> ☐ Pass, Fail grade
>
> ______________________________
> Student Signature
>
> Date_________________________

Contact Person: Dr. John R. Lloyd, Physical Education, Department Head
Pensacola Junior College
(904) 476-5410 Ext. 276

Title: Camp Cricket Recreational Area

Description: In conjunction with a formal physical education course entitled, "Advanced Recreational Games and Activites,"

Contact Person: Mrs. Johnson, Instructor in Physical Education
North Florida Junior College
(904) 973-2288 Ext. 42

Title: "Trail Markings", A Report on Instruction.

Description: A report about the faculty and instruction at Chipola Junior College. Published by the Learning Resources Center during each Spring Semester.

Contact Person: W. H. Stabler, Director of Learning Resources Center,
Chipola Junior College
(904) 482-4935 Ext. 138

Title: Follow-Through Aide Training

Description: Teacher Aides in the Follow-Through Program are working toward AS or AA degrees in Early Childhood or related human service professions. Okaloosa-Walton Junior College works closely with the University of West Florida in planning a consortium for students. Since they are working as assisting personnel in kindergarten and primary classrooms, courses have been programmed so that each student feels some academic success in familiar subjects before taking the more unfamiliar academic courses. Counseling and tutoring are provided as needed. Several classes in the child development care are at training sites with students using their place of employment for their laboratory assignments.

Contact Person: Earl Gulledge, Dean of Instruction
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 321

Title: Career Associate in Special Education

Description: The Career Associate in Special Education Program is a unique curriculum designed to prepare students for careers as teacher aides in classrooms for exceptional students. It is a one or a two-year program leading to either a Career Associate Certificate, as Associate in Science, or an Associate in Arts degree with emphasis in special education. Those students completing two years of study are eligible to apply to a college or university for continued training in the area of special education.

The program includes orientation courses which focus on categories of exceptional children and appropriate educational techniques to use with exceptional children as well as extensive practicum experiences.

Contact Person: Dr. Barbara Reid, Director of Special Services,
Santa Fe Community College, Northwest Campus.
(904) 373-5161 Ext. 308

Title: Faculty Internship in Resource and Institutional Development.

Description: A faculty member is given full time (12 months) release time to work in the Office for Development for one calendar year. Techniques of grantsmanship, grants management, local, state and federal funding sources, and the planning processes for institutional and resource development will be vigorously examined. The faculty member will develop expertise within the context of the institutional setting. At the completion of the internship, he or she will return to the full-time faculty as a resource person knowledgeable and qualified to assist staff in strengthening and presenting meritorious ideas effectively. Program planning and institutional development will be strengthened as a result of the identification of possible sources of external funding for the initial phases of projects.

This in-service training process, aimed at resource development, is one of the College's unique ways of providing for general institutional development.

Contact Person: W. Harvey Sharron, Jr., Dean for Development
Santa Fe Community College, Northwest Campus
(904) 373-5161 Ext. 301.

Title: Faculty "In-Depth" Multi-Media Workshop

Description: This course is designed for the faculty and student population to develop media skills. The three credit hour course meets three hours weekly. The participants view other faculty and student multi-image presentations each. They learn how to run media equipment, including slide projectors, copiers, the computer terminal, television equipment, and the Information Distribution System. A quarterly film festival is presented at the end of each term where class participants demonstrate their presentations to an invited audience. Presentations are often designed by faculty members for future use in their own program areas.

Contact Person: Ron Slawson, Coordinator of Multi-Media Coordinations
Santa Fe Community College, Northwest Campus
(904) 373-5161, Ext. 217.

Title: Electronic Technology

Description: The Electronics program is unique in its structure. Labs are scheduled in conjunction with lectures for 5 hours. The program is completely individualized and offers the student the chance to proceed at his own speed. The program is set up in learning modules with a pre-test and post-test built into each module. Each five hour lab is offered in the morning, afternoon and evening five days a week.

Contact Person: Raymond Babineau, Department Chairman
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext 340

Title: Community College Studies

Description: Beginning with the premise that any individual can learn if placed within an environment appropriate to his needs and interests, it is the mission of the Community College Studies (CCS) Program to work specifically with students who have been identified as "low achievers" in high school. As important as skills development and academic achievement are to this program, it is also the belief that affective growth and interpersonal bonding must not be ignored if the student is to succeed. Specifically, CCS hopes to:

1. Make affective changes in the areas of self-concept, selection of an appropriate vocation, and the ability to relate to others.
2. Make available a variety of instructional modes and organizational patterns to provide the student with the most effective learning arrangements.

Contact Person: Charles Gonzalez, Acting Chairman, Community College Studies
Miami-Dade Community College, North Campus
(305) 685-4503

Title: SCORE Peer-Group Counseling

Description: The SCORE (Student Counseling on Rehabilitation and Education) Project was developed as part of the Alcohol-Drug Abuse Program in recognition of the efficacy and benefits of peer-group counseling. Students with an aptitude and interest in counseling are selected and trained in order that they can become more effective helping agents with their peers. The training is encompassed in two courses (three credits each) and is provided by a teaching team of professionally trained counselors. Emphasis is placed on the development of skills in listening, effective communication, problem-solving and value clarification. SCORE peer-counselors staff the SCORE Family Room and provide individual and group peer-counseling services.

Contact Person: Shirley Hagen, Coordinator, Alcohol-Drug Abuse Counseling and Education Program
Miami-Dade Community College, South Campus
(305) 274-1234

Title: Audio-Tutorial Science Labs

Description: A-T Labs in Physical Science Survey and General Biology. Typical 3 phased instruction of one meeting with large group of 100-250 students, one meeting in lab which is self-paced and completely mediated and one meeting in a small discussion group setting.

Contact Person: Dr. B. H. Daughdrill, Dean, School of Arts and Science
Pensacola Junior College
(904) 476-5410 Ext. 254

Title: Up-Date Training for Practicing Registered Nurses

Description: This is an updating program for Registered Nurses who received their training some time back. Each workshop covers a single body of knowledge that an advisory committee determines is needed by the community. Workshops vary in length depending upon the subject to be covered. Workshop leaders are persons who are known to have the most recent information relating to the subject. Workshops are limited to 50 students. Normally, twice that many apply.

Contact Person: Dr. W. W. Wagner, Chairman, Special Occupations Division
Brevard Community College, Cocoa Campus
(305) 632-1111 Ext. 337

Title: Instructional Management - Biology, Individual Option Studies (BIOS)

Description: Created and supervised by one Program Manager, and carried out with student volunteers, student assistants, and a new instructional category, laboratory technician, who functions on a paraprofessional level, the course consists of a small core of basic skills and concepts with options for the student to select areas of significance and interest to him. He then explores these areas through a variety of methodologies, e.g., audiotapes, laboratory exercises, open ended laboratory investigations including field work, library research, and utilization of community resources. Students are encouraged to develop additional skills and creativity by student production of tapes, photography, etc. In essence, through active participation, instead of passive recipients, "the method" becomes the message. Thus, one faculty member handles the biology program for the campus.

Contact Person: John P. Griswold, Instructional Manager - Biology
Brevard Community College, Melbourne Campus
(305) 254-0305

Title: Directed Studies for Science Majors

Description: One of the problems that science majors encounter at NFJC is scheduling all of the science courses they wish to take. In trying to satisfy the heavy load of general education requirements in the other disciplines, the science major finds he is unable to schedule one or more science courses that he would like to have. To alleviate this problem, the instructors in the science department have volunteered to offer capable students individual directed studies in the courses they are unable to work into their schedule. These courses are over and above the normal teaching load of the instructors, and for the most part are offered in the short semesters during the summer.

Contact Person: Mr. Henry Stallings, Chairman, Science Department
North Florida Junior College
(904) 973-2288 Ext. 33

Title: Nursing Learning Lab

Description: All of the functional skills of nursing, along with selected conceptual and humanistic skills are taught in this self pacing, learning laboratory. A variety of media is utilized including television. TV is used primarily for evaluation of skills with taping of student performance followed immediately by instructor guided critique. The laboratory is under the direction of a full-time nursing faculty member. Each program developed for the laboratory is accompanied by a comprehensive Learning Experience Guide which steers the student through that particular learning. The Guide includes a pretest objectives, suggested alternative routes for reaching the objectives, a posttest and activities, i.e., practicing of skills, where appropriate. Each skill is evaluated by the laboratory instructor before the student may perform this skill with patients. This laboratory contributes materially to the student's entering practice as a competent, confident, beginning practitioner.

Contact Person: Miss Georgeen H. DeChow, Chairman, Nursing Department
Manatee Junior College
(813) 755-1511 Ext. 207

Title: Modified Audio-Tutorial Approach Involving Three (3) Distinct Science Lab Courses in a Lab having Nineteen (19) Stations.

Description: Laboratory Physical Science, Laboratory Biological Science and the Basic Science for Nursing Laboratory phase are offered. Students receive one semester hour credit for three clock hours work. Manuals written by Manatee Junior College staff are available from the Bookstore. Lab open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Students may take weekly quiz when ready, prior to Friday of the respective week. Change over for following week Thursday afternoon. New work week starts Friday. Individual conferences arranged. Lab is supervised by faculty member, aided by student lab assistants. Student reports to lab, registers by presenting file card to lab assistant, receives tray of materials, reports to assigned fully equipped booth with other materials, including demonstrations, available on a special table, and may leave at any time by checking out at lab assistant's desk. Student refiles his own card. He may return as often as needed. Student is required to write mid-term and final exam. All lab work is correlated with lecture courses. Lecture course may be taken independently of lab, but lab must have had lecture course as pre-requisite or taken collaterally.

Contact Person: J. Ross Young, Acting Coordinator, Science Department
Manatee Junior College
(813) 755-1511 Ext. 345

Title: Humanities of The Sea

Description: Always conscious of the special instructional needs of its community, Indian River Community College has responded once again by developing a program in an area which has yet to be seriously considered. Still in its early stages, IRCC's Humanities of the Sea curriculum places a non-technical emphasis on concepts and questions involving the use of a major resource--the ocean. Particularly timely for Florida and the Indian River area, the Humanities of the Sea program investigates a wide range of ideas ranging from the difficulties involved in coastal zone planning to long-term considerations on recreational use of the ocean. IRCC's Humanities of the Sea program had an initial enrollment of over two hundred students and featured such nationally prominent speakers as Dr. Robert Abel, Mr. George Lowe, and Mr. Jack Carmichael. The course dealt with a wide range of topics represented by: "The Oceanic Heritage of the United States--the Hidden Dimension of History;" "The Overlooked Meaning of Salt Water Literature;" "Oceanic Organizations--Impact on the Development of Plans, Programs and Policies pertaining to the Sea;" "Oceanic Recreation--Wave of the Future;" "The World Ocean in International Affairs;" "Recreating an American Maritime Mentality;" and "Exploring the Oceanic Frontier." The Humanities of the Sea program had its initial implementation at the University of Virginia in cooperation with the Oceanic Educational Foundation. It has undergone considerable development at Indian River Community College and is now being complemented and expanded by new studies in technical oceanographic subjects including marine biology. It is foreseen that the Humanities of the Sea program will become a necessary ingredient in the educational programs of those interested in pursuing careers in conservation, development of natural resources, as well as in general business careers focused in the coastal regions of Florida.

Contact Person: Dr. John W. Muir, Dean of Instruction
Indian River Community College
(305) 464-2000

Title: SUCCES (Students Under Constant Challenge for Educational Success)

Description: The Succes Program is a couselor-centered, interdisciplinary program utilizing a vertical-team approach involving behavioral sciences, natural sciences, language arts and mathematics which uses various modes of instructional devices, such as modular block scheduling, individualized study, small group dynamics, laboratory facilities, etc.

The philosophic basis for the program is a synthesis of the works of Karl Rogers, B. F. Skinner, Harold Grant and John E. Roueche.

This program is designed primarily for the high-risk student and structured so that the student can complete his basic general education requirements for the first year.

Upon completion of the SUCCES Program, the student should evidence a healthy self-concept; he should have selected and begun participation in a realistic vocational and/or academic area.

Contact Person: Sister Rosanne Jones, O.S.F., Coordinator, Human Development
Hillsborough Community College, Ybor City Campus
(813) 879-7222 Ext. 458

Title:	Medical Assisting Technology
Description:	The Medical Assisting Technology program, is the only program in the State of Florida accredited by the American Medical Association and the American Association of Medical Assistants. Taking into account the broad scope and varied responsibilities that the Medical Assistant may be required to assume, the Associate Degree Program in Medical Assisting offered by Broward Community College requires courses in General Education, Business Education, and in areas of specilaization directly related to this allied health occupation. The placement of students in the Practicum offers maximum flexibility and has been specially designed to meet the individual needs of the student thus allowing for the development of specific skills within any chosen interest or specialty area.
Contact Person:	Mrs. LaVerne Dreizen, Medical Assistant Broward Community College, Central Campus (305) 581-8700

Title:	Nursing Technology Program
Description:	The program is based on individualized pacing. Great use is made of the media-approach. Emphasis is placed on student self-study with instructors functioning as facilitators and resource persons. Students are selected for admission to the program according to a set of academic standards. The success factor of this program has been very high, both in terms of the State Nursing Board Examinations and in terms of community response. The program has been articulated with Florida Atlantic University and Florida International University.
Contact Person:	Mr. John Brett, Chairman, Division of Allied Health Technology Broward Community College, Central Campus (305) 581-8700

Title:	Pollution Prevention Control Program
Description:	This is the only program in Florida which provides a Water Control Operator's and a Wastewater Control Operator's course. The program helps train and upgrade operators so that they may obtain their state license. The program is being expanded to include air and noise pollution courses. The advisory Committee is composed of utility directors and plant superintendents. The committee is actively involved in providing curriculum and program evaluation.

Contact Person: Chairman, Division of Public Services
Broward Community College, Central Campus
(305) 581-8700 Ext. 222

Title: Swing-Shift Electronics Lab

Description: An Electronic laboratory section scheduled from midnight to 4:00 a.m. five days each week. Designed for students working full time who cannot take the electronics courses at the normally scheduled times. This lab section has created considerable interest in other areas of the college program.

Contact Person: Raymond Babineau, Department Chairman
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext 365 or 366

Title: Waste Water and Water Management Program

Description: This program offers the student, presently employed by city or county utility systems, a chance to upgrade his position and to qualify to take examinations for a higher license category. The program uses the best features of city and county systems and the curriculum is enhanced by experienced instructors. The best feature of this program is the on-the-job phase of instruction.

Contact Person: Lon Brown, Associate Professor
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext 396

Title: Open Science Laboratories

Description: Each student taking chemistry CHE 170,171, or 172 (State designations; offered concurrently) may conduct the designated "experiment of the week" at his own choice of times. Full-time staff member(s) and laboratory assistant(s) are present for instruction at all times during the open laboratories. Stockroom assistance enables student time-check-in, dispensing of specialized equipment, and time-check-out. Further controls are used to help prevent "dry-labbing." Students have individualized unknows and must submit carbons of raw data as they check-out. Extended time for lecture classes enables prior discussion of the "experiment of the week."

Contact Person: Dr. Dale Thompson, Professor, Physics and Department
Chairman, Physical Sciences
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext. 395

PUBLIC SERVICE

Title: Operation Student Concern

Description: Operation Student Concern is an organization made up of VCC faculty and students who assist other students in identifying community service programs in which they would like to work on a voluntary basis. The program provides an invaluable link between classroom experience and the community and enables the student to explore different types of potential careers in community services. Many of the two hundred (200) students involved in the OSC report that they not only enjoy the volunteer experience but the experiences have a beneficial effect on their lives - in terms of personal, family and school relationships and career dicisions. Operation Student Concern won the 1973 Walt Disney World Community Services Award.

Contact Person: Mr. Charles L. Killinger, III, Director, Operation Student Concern
Valencia Community College
(305) 299-5000 Ext. 253 or 255

Title: Volunteer Services Fair

Description: The Volunteer Services Fair is sponsored jointly by Operation Student Concern and the United Effort Volunteer Association. Each fall VCC's Operation Student Concern invites over fifty (50) different civic and service organizations and their representatives to the campus to set up display booths and talk to students and other citizens in the community about their various types of services and programs. The idea was developed to make it easier for interested persons to select a program from among the many types of community service organizations in which they would like to work. In this case, the community benefits by gaining volunteer workers and the college gains by providing life experiences for students.

Contact Person: Mr. Charles L. Killinger, III, Director, Volunteer Services Fair
Valencia Community College
(305) 299-5000 Ext 253 or 255

Title: Community Awareness Series

Description: Through its Community Service Program, the West Pasco Center of Pasco-Hernando Community College developed and sponsored a "community awareness series" which was designed to provide students at the Center and area residents with the opportunity to meet with community leaders for the purpose of informally discussing problems, concerns, and issues of local interest. Among the community leaders participating were the chairman of the Pasco County Board of Commissioners, the chiefs of police of New Port Richey and Port Richey, the Pasco County Sheriff, the president and executive director of the New Port Richey Chamber of Commerce, the area's state representative, and the mayors of New Port Richey and Port Richey. Participation by area residents and by Pasco-Hernando Community College students was considerable, and the series was evaluated quite positively as having met its objective of providing interface for community leaders and their constituents.

Contact Person: Dr. Larry W. Tyree, Dean
Pasco-Hernando Community College, West Pasco Center
(813) 842-8478

Title: Project in Economic, Social, and Political Responsibility

Description: The director of library services works with three civic groups developing a program relating to reading books purchased by the library through a Title II Federal Grant desighed to raise the social, economic, and political responsibility of the people of the local community. Books are checked out to people of the community; talks are given on the material covered; articles are printed in a civic group bulletin, and a voluntary test is taken on the material.

Contact Person: Mrs. Eva J. Dixon, Director of Library Services
Chipola Junior College
(904) 482-4935 Ext. 122

Title: Community Service Programs

Description: Community Service Programs provide flexibility in length of educational activities and in size of groups whether it be business and professional seminars by hours, days or weeks or community development and cultural enrichment programs with fifteen to two hundred and fifty members of the community in attendance. In the most recent fall semester, the College provided an educational experience to 9,000 persons in over one hundred locations in the four-county service district. CSP meets the educational needs and wants peculiar to members of a given community organization or groups. Programs are conducted for industry, business, public servants, club groups or groups of citizens with a particular area of interest. Programs range from teaching a skill, providing general information to a segment of the community to providing a well known speaker of general interest to the community at large.

Contact Person: H. Carson Meyer, Coordinator of Community Services
Indian River Community College
(305) 464-2000

Title: Operation Outreach

Description: In an attempt to orient the local community to the many opportunities and services offered by Indian River Community College, "Operation Outreach" was organized during this past summer. Operation Outreach, conducted primarily by two recent IRCC graduates, focuses attention on providing enlightening lectures to area residents at civic club meetings, social gatherings, or any place where citizens are desirous of the information. Operation Outreach has been designed with a dual purpose of not only disseminating College information but also as a means of reading the pulse of the community as to what they desire in the way of new programs, program updating and specialized course offerings. Functioning in the spirit of the Community College, Operation Outreach has far exceeded its original purpose of merely providing information. This endeavor has served as a valuable device for helping to guide College administrators in their planning as well as serving as a vehicle to strengthen the College's reputation in the community.

Contact Person: Dean Robert W. Moses
Indian River Community College
(305) 464-2000

Title:	Project LECA - The Local Environment in III Century America

Description: Project LECA, The Local Environment in III Century America, was designed by HCC as a ten-month series of seminars for speeches, public opinions, other events on environment concerns that effect the Nation, State and the Tampa Bay area. Funded by a grant under Title I FHEA and administered by the Florida State Board of Regents, LECA brings to Tampa and HCC noted experts and layman all well versed in the pros and cons of critical ecological problems and their proposed solutions. Begun during the Fall of 1973, the following programs have been conducted.

1. The Oil Crisis
2. Solar Energy
3. Land Use Simulation
4. Three Lecture Series - Managed Growth: The Boulder Story; Legal Limits to Managed Growth; and Florida's Tomorrow: What the Land Will Bear

During March, a regional conference is planned in the area of Mass Transit entitled "Alternatives to the Commuter's Dilemma." Future programs are continually being developed to respond to environmental concerns in the community. The program has generated significant amount of response from the media and the public as well as numerous editorials supporting an improved environment for the community.

Contact Person:
Plano Valdes, Jr., Dean, Community Services
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext 308

Title: Children's Theatre Program

Description: A children's play (e.g., Alice in Wonderland) is selected and performed by BCC students in front of elementary school children on an annual basis. A grant from the Florida Arts Council provides funds for transportation of the children to the college theatre. This year the show opened on February 19 and will play through April 18. BCC students wishing to participate register for the Children's Theatre Production.

Contact Person:
Ms. Mildren Mullikin, Area Leader of Drama
Broward Community College
(305) 581-8700

Title: Hernando County Art Festival

Description: Art Festival to be conducted in conjunction with Hernando County Chamber of Commerce. This will provide a cultural event in the arts; a first for this type event.

Contact Person: Dr. Robert W. Westrick, Dean
Pasco-Hernando Community College, Hernando Center
(904) 796-5126

Title: MAD (Music, Art and Drama) Festival - March 15 through April 30

Description The MAD Festival is a cooperative venture between Lake City Community College and the Columbia School System. During a month and one-half, more than 20 music, art and drama events are coordinated in a festival effort and all but one event is free and open to the public. Last year, more than 1,200 residents of the Lake City area participated in MAD Festival events and more than 10,000 spectators attended. Events range from elementary school stage band presentations to community concerts. Events occur at various locations including schools, college facilities, the city auditorium and the city park. The purpose of such a festival is to increase attendance and participation without duplication of effort. The MAD Festival lable has been catching with bumper stickers distributed throughout the city and stickers for shirts given to all students. The most impressive thing about MAD is that it has not cost any more than had already benn committed for the fine arts. A MAD committee is composed of representatives from the school system and college and both institutions handle their respective publicity.

Contact Person: Frank Casey, Public Relations Director
Lake City Community College
(904) 752-1822 Ext. 246

Title: Daytona Beach Community College Community Relations Council

Description: The Daytona Beach Community College Relations Council consists of a cross section of blacks from Volusia County. This Council is serving to improve internal communication, to provide a monitoring group to continually evaluate the results of the Equal Opportunity Program, and to act as a hearing council in case of complaints. The Council also provides recommendations regarding implementation of the Equal Opportunity Program, recruiting practices, and potential candidates and sources of candidates.

Contact Person: Mr. Bernard Smith, Director, Special & Federal Grants
Daytona Beach Community College
(904) 255-8131 Ext. 220

Title: Advisory Committee - GLO

Description: A permanent committee of state-wide leaders in the Golf Course and Landscape Industries who began 10 years ago to study the manpower needs in their respective industries and published with cooperation of State Department of Education-Director of Vo-Tech. Education - a manpower profile for each industry. Concurrently, they have served to advise GCO program to industry needs and have supported programs with scholarships, O.J.T., recruiting and job placement. The committee meets at least 2 times yearly.

Contact Person: Dr. Gene C. Nutter, Program Director
Lake City Community College
(904) 752-1822 Ext. 225

Title: Project Outreach

Description: Project Outreach is a support function designed to provide needed services for neighborhoods where services would not normally be available. St. Petersburg Junior College has identified the "trouble" areas in its district, and is now operating Outreach Centers in eight of these ten identified areas. These Centers serve as study halls, community libraries, recreation centers, and clearing houses for persons seeking college information. They are staffed by students from the neighborhood, and equipment and supplies are obtained from agencies and interested citizens. Sites are usually donated by the community receiving the service.

Contact Person: Calvin D. Harris, Director, Student Community Services
St. Peterburg Junior College
(813) 546-0011 Ext. 413

Title:	Okaloosa-Walton Junior College - Chautauqua Neighborhood Center
Description:	The Chautauqua Neighborhood Center is a Community Service facility which is owned and operated in DeFuniak Springs as a multi-purpose Neighborhood Center by Okaloosa-Walton Junior College, Niceville, Florida. The objective and purpose of the Chautauqua Neighborhood Center is to provide community services and public services through the joint efforts of the College Community Action Agency, community agencies and individual agencies of the State of Florida, local governmental agencies, and voluntary non-profit community service organizations. The College coordinates all activities within this facility, with the various user agencies (of which the college considers itself one) performing the services. The services performed by the college as an agency (in addition to coordinating the operation of the Center) include responsibility for adult educational enterprises and related community services and for vocational and post-secondary training of persons legally out of grades 1-12.
Contact Person:	James Rhoades, Director of Community Services Okaloosa-Walton Junior College (904) 678-5111 Ext. 322

Title:	Black Advisory Committee, Valencia Beckons You, Black Business Fair
Description:	The Black Advisory Committee is a group of twenty (20) black citizens who meet periodicially throughout the year to design programs and activities at VCC which meet the needs of the Black Community and to assist and advise the college in its efforts toward two-way communication with the Black Community. The Black Advisory Committee each year sponsors and hosts a program entitled "Valencia Beckons You." Through informal conversations with the college staff, prospective students, their parents and members of the general public are provided information about VCC and its programs and services. Their latest project is a precinct level door-to-door campaign to distribute information about Valencia to all prospective students in the Black Community. VCC in cooperation with Alpha Kappa Alpha Sorority co-sponsored a Black Business Fair in downtown Orlando where Black businesses set up booths, displayed their merchandise, and showed the public that Black businesses are very much in operation in Orlando.
Contact Person:	Mrs. Thelma L. Dudley, Basic Studies, Department Chairman Valencia Community College (305) 299-5000 Ext. 412

Title: Florida Keys Community College Service Center

Description: In June, 1973, FKCC opened facilities in the heart of Key West aimed at providing educational information to prospective students from the minority population of Key West. Since the College itself is located outside the Key West City Limits, the Service Center, located in the inner city, was established as a link with the population whose dwellings are located primarily within the city limits. The Service Center has proved successful in increasing enrollment by providing the College with a recruitment center as well as an off-campus location for non-credit, community-oriented classes. Since the College serves all of Monroe County, office space was obtained by the Service Center Coordinator in Marathon, located in the Middle Keys, on a twice monthly basis. Residents from the Middle and Upper Keys are urged to contact a representative of the College and make known their wishes for Higher Education in the Middle and Upper Keys.

Contact Person: Mrs. Ann M. Otto, Director, Student Services
Florida Keys Community College
(305) 296-9081 Ext. 262

Title: Cooperative Advancement Program

Description: This program is designed to assist adult migrant and seasonal farm workers in acquiring an education in all areas offered by the College curriculum. Given an individualized, job related educational curriculum, the program provides instruction sufficient to enable trainees to qualify for occupational training, on the job training, entry into community or four-year colleges, referral or direct job placement or entry-level jobs following remedial education. Trainees may need preparation in English as a second language, a high school diploma, knowledge of consumer education, citizenship, family skills, health and safety education, nutrition, use of finances or other assistance toward upward mobility. The program is designed to provide these services plus counseling and supportive services in order that the adult and seasonal farm worker can improve his situation on his job, to move to other jobs or develop a career. The program is designed to offer financial assistance to a head of household during the period of time he is in school. The student should remain in the program until qualified in his chosen field whether it be a diploma, degree, licensing or other requirements for certification of competency in their chosen careers.

Contact Person: John Sylvia
Indian River Community College
(305) 464-2000

Title: New Directions in Retirement

Description: In conjunction with the Junior Service League of New Port Richey, the West Pasco Center of P-HCC jointly sponsored a one-day symposium on aging through its Community Services program. Local, state, and national authorities conducted discussion groups relative to the concerns of people over 40 years of age. Among the discussion topics were cardiology, arthritis, strokes, wills and probate, depression, funeral alternatives, nursing homes, leisure time activities, and the philosophical and moral implications of aging. The afternoon session of the symposium was devoted to a panel discussion of the psychology of dying and bereavement and a presentation by William Peterson, the author of Life Begins at 40. No fee was charged to the 330 participants.

Contact Person: Dr. Larry W. Tyree, Dean
Pasco-Hernando Community College, West Pasco Center
(813) 842-8478

Title: Sixty + Club

Description: The College has established a Senior Citizens Project which provides full waiver of application, tuition and laboratory fees (both credit and non-credit) for all persons aged 60 or older. This project also serves as an information service clearinghouse of agencies offering services for the aged and presents program information and counseling services in their own communities.

Contact Person: Dr. Les Goldman, Dean for Community & Evening Programs
Santa Fe Community College, West Campus
(904) 378-5311 Ext. 31

Title: Communications '73

Description: Communications '73 is designed to create good-will and better understanding between adult members of the community and college students. The program is held three times during each academic year. 100 community citizens (selected at random) and 100 students (selected at random) meet together at 7 p.m. for dinner on the college campus. Following dinner and entertainment, a panel composed of students and adults discuss a variety of topics which are currently in the news, and then the audience participates in questions with panel members.

What occurs is a "bull session" between the two groups, and each group comes to understand and respect the viewpoints of each other. These programs (begun in 1970) are extremely successful and gain much community support for the college.

Contact Person: Patrick D. Smith, Director of College Relations
Brevard Community College
(305) 632-1111 Ext. 333-334

Title: Waiver of Fees for Non-Credit Program

Description: Several years ago Central Florida Community College was confronted with a relatively stable adult education program which had leveled off at about 1,000 registrations. It was felt that nothing short of very drastic measures could increase this as the Adult and Continuing Education Administrator had tried without success any number of novel and innovative courses and programs. Courses were scheduled at odd and unusual hours, in out-of-the-way as well as convenient places, and the enrollment resisted all efforts of the college to increase it. As a last resort, the college administration approached its Board of Trustees with the idea that all fees for Adult and Continuing Education (non-credit) courses should be waived except in those areas where substantial materials of a consumable nature are used. The Board of Trustees, as a one year experiment, agreed to go along with the recommendation of the president that no fees be charged for the program. This was widely publicized and at the next registration the CFCC Adult and Continuing Education program was swamped with an enrollment double what it had been the previous term. It became apparent that large number of retirees and persons of modest circumstances sincerely wanted to improve themselves through the educational process, but felt that the existing fee structure prohibited them from doing so. The waiving of the fee structure had a great effect upon the people in our area and enrollments have continued to grow and double and grow again. CFCC's Adult and Continuing Education program now totals around 6,000 enrollments and appears that the upward spiral will continue indefinitely. There is no question that part of this is due to the increase in population in Marion County areas as Ocala becomes a medium-sized community from its relatively small status prior to 1970. However, CFCC administration likes to think that part of the increased enrollment was due to the elimination of any fees. The Board of Trustees, a year after its experimental program was introduced, agreed to continue the waiver of fees for non-credit courses on an indefinite basis. This move was received enthusiastically by the people of Marion County, who continue to increase the enrollment totals in our non-credit program.

Contact Person: Mr. Joe L. Mobley, Director, Adult Division
Central Florida Community College
(904) 237-2111 Ext 87

Title: Electrocardiography and Coronary Care Classes

Description: These courses have been implemented to assist Lykes Memorial Hospital in the training of personnel working with the Intensive Care Unit.

Contact Person: Dr. Robert W. Westrick, Dean
Pasco-Hernando Community College, Hernando Center
(904) 796-5126

Title: Quantity Foods/Congregate Meals/Meals on Wheels Program

Description: The Okaloosa-Walton Junior College - Chautauqua Neighborhood Center, Quantity Foods Program through its vocational instruction foods preparation program and use of the Center facilities works together with the Walton County Congregate Meals/Meals on Wheels Program in implementing this program. The Quantity Foods class prepares the food for the Congregate Meals/Meals on Wheels, and the Center is used as one of the eating sites. This site is presently serving approximately one-hundred meals a day, at present. This program gives an outlet to the food prepared by the Class, considerably reduces the cost for the Congregate Meals Program and provides a much needed Community Service for the citizens of this area.

Contact Person: James Rhoades, Director of Community Services
Okaloosa-Walton Community College
(904) 678-5111 Ext. 322

Title: The "Now" Woman Program

Description: The Director of our Adult and Continuing Education Division responded to a number of requests from housewives in the community who felt that their continuing education was being neglected, while their husbands improved, worked their way up the job ladder, and became more successful and well-known in the community. The result of this concern was the development of the "Now" Woman Program. This program enrolls a number of housewives from the Ocala area whose husbands tend to be professional leaders in the community. These ladies keep up-to-date with current politics, the arts, and even review some of their past heritage and traditions in evening sessions at the college. These are not persons actively seeking a degree, but they are awarded Continuing Education Units for their participation in the "Now" Woman Program. While the program was originally set up for what was hoped would be about 25 participants, the numbers have been running closer to 40 or 50 this year. The program has received good publicity in the local press and participants in the program are enthusiastic about the quality of instruction they are receiving. CFCC sees this as part of its role in the continuing education not only of professional and semi-professional wage-earners, but in the continuing education of their spouses. While a "Now" Men Program was suggested, there are no plans at the moment for implementation of such a program as it seems that the demand for this would be relatively limited. However, the "Now" Woman Program has met with widespread enthusiastic support and cooperation.

Contact Person: Mr. Joe L. Mobley, Director, Adult and Continuing Education Division
Central Florida Community College
(904) 237-2111 Ext 87

Title: Council for Continuing Education for Women and Continuing Education for Women's Project

Description: The Council for Continuing Education for Women is an organization of volunteers that provides course, guidance, counseling and referral services for women in the community. The Council has helped with the educational problems of many women that VCC would not be able to otherwise reach, simply because many women feel that the Council is particularly geared to meet their needs. Through a cooperative agreement both the council and VCC are mutually supportive and benefit one another. The Council for Continuing Education for Women obtains facilities, equipment and supportive services to operate its program from VCC and VCC in turn, is provided a vital link with an important constituency within the community and a valuable volunteer force. The program received a large impetus with the award of a Title 1 H.E.A. Grant. With this funding the Continuing Education for Women's Project in cooperation with C.C.E.W. plans to greatly expand the guidance, counseling and testing services. In addition, a variety of courses will be offered including "Now is the Time: Women in Government," "How to Create and Manage a Small Business," and "Creative Careers for the Low-Income."

Contact Person: Mr. Michael Hooks, Director of Instruction Services
Valencia Community College
(305) 843-4260

Title: Community Safety Involvement

Description: The Drafting Department is initiating a program in an effort to help eliminate hazadous situations located within its community. Situations such as high accident locations, poorly designed intersections or roadways, improper parking designs, improper signing, and probable locations for traffic signal installations. This is done by thoroughly examining the situation and producing logical solutions in the form of studies and scaled drawings, illustrating proposals to eliminate dangerous driving conditions. With cooperation from city and county officials this effort can be made into a tremendously worthwhile project creating better and safer driving conditions in our community.

Contact Person: Mr. Robert G. Harper, Instructor in Drafting
North Florida Junior College
(904) 973-2288 Ext. 48

Title: D.W.I. Counterattack School at the Dale Mabry Campus - Community Services Program

Description: The D.W.I. school provides a ten-hour course taught over a period of four consecutive weeks. Utilizing didactic and group techniques, acting as stimuli, the course can motivate people to change the pattern of their drinking-driving behavior and act upon their need. Classes are held in the evenings and on week-ends at the Dale Mabry and Plant City campuses of HCC. The D.W.I. school conducted its first class on May 15, 1971, and moved to the Dale Mabry Campus in August, 1973. To date, over 6500 students have completed the course.

Contact Person: Mr. Dan Faulkner, Director
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 or 872-6663

Title: Southeast Florida Institute of Criminal Justice

Description: The Southeast Florida Institute of Criminal Justice is a unique program designed to meet the training and educational needs of those agencies within the criminal justice system. The Institute is subdivided into four departments: Criminal Justice Associate Degree Department; Law Enforcement Training Department; Adjudication Department; and Habilitation Department. The program is housed in a facility designed for this purpose and presently offers a 960 contact hour law enforcement recruit program, a 320 hour corrections training program, and various courses leading to an AA or AS degree in Police Science, and Criminology. The Institute also offers operational and managerial short courses and will be conducting clinics, seminars, and short courses within all of its departments.

Contact Person: Charles J. Fisher, Director
Miami-Dade Community College, North Campus
(305) 685-4509

Title: Associate in Science Degree Program in Corrections

Description: Palm Beach Junior College can provide basic education to the field of Corrections. Education of personnel is the most effective way of improving correctional services. When 75 to 85 percent of the budget of a correctional institution or agency goes into its personnel, then improvement of the personnel must be the most appropriate approach to improvement of the program. The majority of personnel, currently engaged in detention, prison work and corrections are at the educational levels where they can be served effectively by Palm Beach Junior College. Protection of society is foremost. Generally, corrections begin to function as soon as the system for the administration of justice gives society legal control over the life or liberty of an offender who has, in essence, forfeited his freedom by a criminal offense Corrections is concerned with the rehabilitations of the behavior of individuals who damaged society or themselves through acts that are so much in violation of the social norms and expectations that they are in violation of the law. Corrections is society's attempt to correct or control criminal behavior. Palm Beach Junior College can assist in the correctional field by increasing the effectiveness of semiprofessional personnel in all areas and by providing pre-service and in-service education in the field of corrections.

Contact Person: Lawrence D. Tuttle, Chairman, Law Enforcement Department
Palm Beach Junior College
(305) 965-8000 Ext. 285

Title: Northeast Florida Criminal Justice Training and Education Center

Description: With funds provided by the Law Enforcement Assistance Administration (LEAA) the concept of establishing a regional Criminal Justice Training and Education Center became a reality in January of 1973. The overall mission of the Center is to improve and strengthen Criminal Justice personnel through training and education. In order to accomplish this mission, the College, in concert with Criminal Justice agencies intends to develop a model learning complex. The development and implementation of curriculum in the police, courts, and correctional components of the Criminal Justice system will be "top priority" in the initial stage of operation. During the developmental stages the College feels that it is essential to conduct a task analysis prior to the formulation of the curriculum "recipe". By taking this approach meaningful courses can be developed at the center for Criminal Justice Personnel. The College and the Criminal Justice agencies involved envision the development of career lattices for individuals pursuing careers in the Criminal Justice field.

Contact Person: Dale T. Beerbower, Director, Criminal Justice and Fire Science
Florida Junior College at Jacksonville, South Campus
(904) 646-2060

Title: College Information Presentations to Military Personnel

Description: Each month, members of the Student Services area provide a general orientation to College-life for individuals separating from the military. In a one hour question-and-answer session, presented on the military base, the military personnel are made aware of the opportunities available to them through Florida Keys Community College or a College education in general. These sessions were requested by the Educational Officers at the various military installations in proximity to Key West in an effort to assure an easy and rewarding transition from military to civilian life.

Contact Person: Mrs. Ann M. Otto, Director, Student Services
Florida Keys Community College
(305) 296-9081 Ext. 262

Title: The Okaloosa-Walton Junior College - Eglin Federal Prison-Educational Arrangements

Description: The College's affiliation with the Eglin Federal Prison began in 1967 and to date the institution has served over 3500 inmates with classes in academic and non-academic areas. Courses are offered at the prison, at the Eglin Education Complex, and on Campus. In 1973, President McCracken received a commendation from the President of the United States in recognition of the college's outstanding service to the community in the correctional education process. The college has been nominated as having an exemplary program by the National Institute of Law Enforcement and Criminal Justice.

Contact Person: Dr. J. E. McCracken, President
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 211

Title: Humanities Series for Residents - Five counties of North Florida including Council on Aging

Description: (A) A series of lectures, films, discussion sessions, field trips for county residents providing information concerning their area, past, present, future. This included population change, rural to urban moves, population age groups, the change from a town to small city, environmental changes, social changes.
(B) The second series deal with humanistic response to accelerated growth and population density in medieval and modern literature. There was a series of three lectures.

Contact Person: Terry Babb, Chairman, English Department
Lake City Community College
(904) 752-1822

Title: Health and Hygiene for Inmates of Lake City Correctional Institution

Description: A series of films and lectures given by the college clinic nurse at the Lake City Correctional Institute. Residents of the Center are made up of work-release and study-release people. The program is offered as a service and no credit is given to participants. An example of one session: film on veneral disease, discussion and questions and answers period.

Contact Person: Dale Perkins, Coordinator, Continuing Education
Lake City Community College
(904) 752-1822 Ext 244

Title: Volunteers in Community (V.I.C.) (Students)

Description: V.I.C. is designed as a field experience program for students enrolled in academic psychology courses. Students engage in volunteer work in various agencies in the community such as a local children's home, homes for the aged, day care centers, juvenile programs, autistic childrens' program, schools for mentally retarded, Headstart program and tutoring in the public school system. The purpose of the program is to integrate the study of psychology with problems of the community.

Contact Person: Mrs. Anne Rowe, Psychology Instructor
Seminole Junior College
(305) 323-1450

Title: Buehler Planetarium of Broward Community College Programs

Description: Buehler Planetarium opened in 1965 and has been serving the public since its inception. It consists of two separate chambers: (1) a 40-foot chamber which provides 100 seats for college classes and public shows; (2) a 20-foot chamber exclusively used for instructing local school children. During the past year, it served approximately 25,000 elementary and high school children and about 20,000 adults. The planetarium facilities were planned to incorporate three areas of interest: (1) college education in Astronomy; (2) adult community services through shows and presentations; (3) interest is dedicated to school children both public and private as well as to interested parties. The planetarium possesses housing of a 10" and 12" telescope available to the general public every Thursday night and during the past year thousands of people have used our telescopes. Members of the Planetarium Staff are available and have delivered Astronomy talks to various Civic programs and to public schools.

Contact Person: Mr. Gladwin Comes, Director of the Planetarium
Broward Community College, Central Campus
(305) 581-8700 Ext 256

Title: District-Wide Campus (College without Walls)

Description: The Pasco-Hernando Community College was founded in 1972. Immediately the District Board of Trustees passed a resolution adopting a district-wide campus philosophy as follows: "We visualize a district-wide campus with every corner of the district being served as courses are taken wherever they are needed." To implement this philosophy of the Board, the College opened three offices simutaneously, one in each of the major population centers. These offices began to organize a college program, utilizing various Community facilities - - schools, bank conference rooms, and community centers - - anywhere classes could be held. The Pasco-Hernando College district is a large rural district of over 1600 square miles, with major population centers located in three areas of the district. Each area office was organized into a modified house plan with a dean or director in charge of each area, and the necessary supporting and instructional staff was attached to each area to fulfill the educational needs of that community. These area offices have grown into college centers in two short years. It is anticipated that as each center grows, the minimum permanent facilities will be built for support and specialized activities such as learning resources, administrative offices, and specialized laboratory facilities. It is intended that many classes will continue to be held in various community facilities. This procedure is expected to produce a college that will be 300% stronger in enrollment and service to its entire district, while costing only one-third more than a traditional setting.

Contact Person: Dr. Milton O. Jones, President
Pasco-Hernando Community College
(904) 567-6701

Title: Distribution of Continuing Education classes at off-campus centers to provide instruction that serves more people within the service.

Description: Numerous classes are offered at off-campus centers to provide instructional services convenient to more people within the service area. Types of instruction include offerings in Adult Elementary Education, and those which provide opportunity for adults to earn the high school diploma through the GED program. In addition, Adult General Education is offered which includes a variety of courses in Personal Development, Education for aging and many others. Types of centers used for class meetings include junior and senior high schools, elementary schools, nursing homes, homes for the aging, and community centers.

Contact Person: Mr. John J. Smiley, Dean, Instructional Services
Daytona Beach Community College
(904) 255-8131 Ext. 312

Title: Parliamentary Instruction

Description: A formal class in parliamentary procedures grew out of many requests to the library for materials, help with writing resolutions, and reference answers. The director of library services (outside of regularly scheduled library service hours) teaches each semester a class designed to provide a program of continuing education and community service to meet the expressed need of the local community and other personal objectives.

Contact Person: Mrs. Eva J. Dixon, Director of Library Services
Chipola Junior College
(904) 482-4935 Ext. 122

ACADEMIC SUPPORT

Title: Faculty-Library-Relations

Description: Even though monthly added titles lists are distributed among faculty, the latter still expresses desires for knowing earlier of new titles in the library. To meet this need, book jackets are taken off the books, and sent to faculty members who have requested purchase of the titles, or to other members who might be interested. This device has proved to help establish and maintain a faculty-library-relation conducive to developing an effective curriculum aimed at meeting the four goals as set forth in the college catalog.

Contact Person: Mrs. Eva J. Dixon, Director of Library Services
Chipola Junior College
(904) 482-4935 Ext. 122

Title: Faculty Services Librarian

Description: The Faculty Services Librarian acts as liaison between the Learning Resources Center and a public comprising the faculty, students and the community. The librarian assists in the assembly, creation, and dissemination of curricular support material.

Contact Person: Benjamin S. Roberts, Faculty Services Librarian
Palm Beach Junior College
(305) 965-8000 Ext. 213

Title: The Role of the Library in Administering Classroom Tests

Description: The St. Petersburg Junior College Clearwater Campus Library conducts a testing service for any campus instructor desiring to use such on a regular basis or for make-up tests. The objective of the testing service is to enable students to test their knowledge when they feel they are most able to have a successful learning experience. The participating instructor places tests on file in the library and announces the time intervals when students are to complete the testing. Students receive tests on their photo ID cards and are assigned to specific testing carrels which are proctored by the library staff. Completed tests are turned over to instructors for grading.

Contact Person: Glenn R. Dallman, Director, Library Services
St. Petersburg Junior College
(813) 546-0011 Ext. 532

Title: Diagnosis of Learning Style and Prescription of Instructional Strategies

Description: All applicants to the Nursing Program, SPJC, Clearwater Campus, are administered a battery of tests designed to reveal each individual's preferred "learning style." Personnel from the College's Office of Testing Services Consult with the Nursing faculty, who prepare a series on instructional modules for two different "learning styles." Applicants accepted into the program are counseled by Nursing faculty and Testing Services faculty concerning their "learning style" as revealed by tests, and recommendations are made as to the type of module they should study.

Contact Person: Dr. Rose Mary Ammons, Director of Testing Services
St. Petersburg Junior College
(813) 546-0011 Ext. 259

Title: Measurable Objectives Development Project

Description: A project, in four phases, to define measurable objectives for every course offering and every support service offered on the South Campus of Miami-Dade. Long range goal is to articulate measurable objectives for courses, service areas, and management so as to produce a performance-based community college campus.

Contact Person: Dr. Ambrose Garner, Vice President
Miami-Dade Community College, South Campus
(305) 274-1243

Title: RSVP (Response System with Variable Prescriptions), a computerized instructional management system

Description: RSVP is designed to monitor student progress on individualized learning prescriptions, and to summarize for the teacher performance of individual students or groups of students with regard to specified clusters of content material. Prescriptions are specified by the instructor, and may consist of references to study materials and/or discussion paragraphs. Reports are useful to students in improving performance, and to teachers in revising and updating course materials and objectives. RSVP stores a comprehensive data bank, including student characteristics or attributes, that can be used for research and evaluation, or as a basis for the individualization of learning prescriptions.

Contact Person: Virginia Gentle, Director of Open College, District Administration
Miami-Dade Community College
(305) 274-1333

Title: Campus-Wide Learning Support Laboratory

Description: A laboratory organized to provide learning support services to students at whatever level is appropriate for his objectives. Enrichment for the student with great potential, as well as, remediation for the student lacking the academic skills is emphasized. Reading, writing, vocabulary skills, research writing skills, and other services are provided for students. The goal of the laboratory is to provide any learning support service necessary for the student's success.

Contact Person: Margaret Hirtz, Module Coordinator, Learning Support Laboratory
Miami-Dade Community College, South Campus
(305) 274-1351

Title: Dial-Access Learning Resources Center

Description: The Learning Resources Center at Okaloosa-Walton Junior College is exemplary by the provision of 179 dial-accessible programs throughout the campus. The programs represent requests from instructors in most areas of study at the college and an average of 6,800 program selections are made each month. This represents approximately 2,244 student listening hours. Since programs are changed frequently by instructors' requests, and since most of the programs are required listening for the students, we feel that this system not only allows for a substantial savings in valuable classroom time but also provides individual learning experiences for the students.

Contact Person: Miss Laura Ray, Director, Learning Resources Center,
Okaloosa-Walton Junior College
(904) 678-5111 Ext. 351

Title: Operation of Mathematics Laboratory

Description: For 30-40 hours per week during the class days of each term, the math lab is open to all students desiring individual assistance with mathematics or desiring to use the electronic calculator, the geometric models, the cassettes, books or programmed materials housed there. Instructors and/or teachers-aides are available according to a posted schedule. This service supplements the math program, rather than a particular math course.

Contact Person: Etta Mae Whitton, Director, Division of Science and Math,
Tallahassee Community College
(904) 576-5181 Ext. 252

Title: Earth Day Teach-In

Description: CFCC, along with most insitutes of higher education in the United States, recognized the interest that developed in the late 1960's in "teach-ins." It was felt that a teach-in aimed at encouraging students' awareness of our environmental problems and the need for ecological activity to reduce pollution was necessary. Consequently, CFCC established a day in April in which students were incouraged to attend an all-day session of speeches, films, reports, forums and action groups in an attempt to create interest in work on an effort toward a reduction of pollution. The planning for this day was done jointly by the Director of the Natural Science Division and Chairman of the Social Sciences Department. These two gentlemen work well together and a second, third and fourth Earth Day were also held at CFCC. The local press, radio and other media were notified of the participants at the event and an attempt was made to get full media coverage. This was sucessful in many cases because of the high quality of the visiting speakers who were attracted to the insititution. In subsequent years, it has become necessary to place some money in a budget to provide honoraria for visiting speakers, but in many cases these speakers donated their honoraria to various ecology groups. Students received an interesting, and non-traditional educational experience. Numbers of area high school students came to the event by bus, and also became familiar with the campus and some of our programs, so the teach-in fulfilled some recruiting functions. Also, many interested citizens from the community came to the event on our campus. The event has been large enough to overflow the auditorium and in recent years it has been held in the college gymnasium, which has a larger seating capacity. They received enough recognition to become a permanent part of the college calendar, and is looked forward to each year.

Contact Person: Dr. Robert F. Ritterhoff, Dean of Academic Affairs,
Central Florida Community College
(904) 237-2111 Ext. 33

Title: Videotape Individualized Instruction

Description: Two complete courses worth 3 credits each are being offered as survey classes in two fields of instruction at the Lake-Sumter Community College Instructional Media Center. Students pace themselves through the fifteen half-hour non-lecture color TV lessons. Two exams and a text accompany each course.

Contact Person: Douglas Trabert, Media Specialist
Lake-Sumter Community College
(904) 787-3747

Title: "Technical Processing Manual for Non-Print Material," A How-to Manual

Description: A written manual to explain the technical processing of non-print materials. It also states the responsibilities of the student employees, Secretary, Clerk/Technician in the L.R.C. and the faculty secretary. The manual is not meant to be the final word, but it does explain the practice that seems to suit Chipola Junior College's needs at this time. The idea and much of the material came from a similar manual prepared by Polk Community College.

Contact Person: W. H. Stabler, Director Learning Resources Center
Chipola Junior College
(904) 482-4935 Ext. 138

STUDENT SUPPORT

Title: Math Learning Center

Description: The Math Learning Center of Palm Beach Junior College provides services in the area of mathematics for all students of the college. Programmed units of instruction and audio-visual aids are employed. Desk-top calculators and facilities for elementary programming are available for remedial work at the pre-college level. Other programs parallel existing college level courses. Special programs are provided for advanced self improvement as well as for specific areas such as nursing, chemistry and physical science.

Contact Person: Mr. Richard Travis, Assistant Chairman, Math Department Director, Math Learning Center,
Palm Beach Junior College
(305) 965-8000 Ext. 274

Title: Career Information and Study Center

Description: As an expansion of guidance services, the Career Information and Study Center is designed to provide students with assistance in their career development. Cooperating in these efforts are the faculty who assist the students in discovering and developing their particular interests and abilities. The Center emphasizes self-directed use of the resources with aid provided as required. Students become more aware of the resources while using the accompanying study areas. The Center attempts to coordinate career information of up-to-date and non-print information including films, slides, recordings and audio/video-cassetts. Job Placement Services are also available, including Job Bank of Florida State Employment Service.

Contact Person: Robert C. Moss, Assistant Dean of Students
Palm Beach Junior College
(305) 965-8000 Ext. 239

Title: BE 100 - "The Individual in a Changing Environment"

Description: This is a three credit hour course taught by counselors and required by all degree students. It includes large group, small group and individual interaction focusing on the analysis and reorganization of experience into a personally rewarding conception of growth. Each student has the opportunity to examine his values, attitude, beliefs and abilities in terms of his relationships to others. Academic advisement, career exploration orientation to college, interpersonal relations, racial awareness and self-development receive major emphasis.

Contact Person: Mr. George Huber, Director of Counseling
Santa Fe Community College, Northwest Campus
(904) 373-5161 Ext. 305

Title: Counselor-Occupational Specialist Team Approach

Description: A comprehensive program approach of assigning students to Counselor/Occupational Specialist Teams. These teams will be responsible for the student's experiences while he is enrolled and assigned to that collegium. This allows the team to become personally acquainted with the student. Consequently, the student will have a better opportunity to find answers to problems he may be experiencing.

Contact Person: Mr. Peter Parrado, Director of Collegiums
Hillsborough Community College, Dale Mabry Campus
(813) 7222 Ext. 322

Title: Individual Counseling

Description: Each student has the opportunity for an individual interview with a professional counselor prior to the beginning of each term. During this conference there is time for evaluation of academic achievements, discussion of college majors and career choices, and an examination of personal concerns affecting educational progress.

Contact Person: Dr. Dixie J. Allen, Dean of Student Services
Lake-Sumter Community College
(904) 787-3747

Title: Group Orientation

Description: College freshmen are invited to participate in small orientation groups designed not only to acquaint students with the college but to help them examine educational goals, establish study habits, make career decisions, and select an academic program.

Contact Person: Dr. Dixie J. Allen, Dean of Student Services
Lake-Sumter Community College
(904) 787-3747

Title: Counselor Aide Program

Description: The Counselor Aide Program utilizes sophomore students who serve as peer counselors to new freshman students. They are instructed by the counseling staff and are able to assist students in academic planning, articulation with the university system, career information, recruitment of new students. They also serve as liaison between the counseling staff and students in need of the services of a professional counselor.

Contact Person: Ms. Ellen Peterson, Director, Guidance and Counseling,
Edison Community College
(813) 481-2121

Title: Career Information Center

Description: Highly visible, just inside the main entrance of the library, the Career Information Center is in the midst of the student traffic flow. Every student on campus and many members of the community are thus able to become familiar with its service and programs. In one central location a variety of national, state, and local career information is situated. The information has been collected in a variety of media forms and educational levels so that it will appeal to a wide population. The Center which is staffed by a full-time counselor is prepared to assist students, faculty and staff develop an awareness of career information and relate educational programs to the world of work. Services currently include classroom presentations, individual and group counseling, vocational aptitude and interest testing, referral to community businesses and professionals, and job placement.

Contact Person: Don Van Dalen, Counselor
Seminole Junior College
(305) 323-1450

Title: Career Development Center

Description: The Career Development Center is the focal point for a number of services designed to assist students in choosing career goals and in beginning to implement their decisions. The Center incorporates the Cooperative Education Program, Career Placement for graduates and the off-campus employment referral service as well as counseling and career information resources. Career development is interpreted in its broadest sense to include all aspects of the person's work, social, family and personal life. Thus the Center provides a number of alternative strategies including enrollment in a personal and vocational exploration course for variable credit (1-3), special interest groups and workshops, test interpretations and others.

Contact Person: Barbara Greadington, Chairperson, Career Development,
Miami-Dade Community College, South Campus
(305) 274-1356

Title: Human Potential Seminar

Description: Human Potential Seminars are conducted by members of the counseling staff who are trained and certified by the Directors of the Human Potential Project. The seminars are open to anyone who is seeking a personal growth experience. The group is structured to include the following: personal unfoldment of formative persons and experiences; empathetic recall of communications; peak and mini-peak experience recall; acknowledgement of success, satisfaction and achievement experiences and analysis of them for primary and secondary motivators; value clarification; personal strength assessment; and short and long term action goal setting. The process is meant to help mentally healthy and normal persons use more of the potential which is theirs.

Contact Person: Mrs. Jo Ann Rowe, Counselor
Seminole Junior College
(305) 323-1450

Title: QUEST - small group, self-exploration, for 16-17 year-old high school students

Description: QUEST is a one-semester small group experience involving a counselor/facilitator and 10-16 adult high school students. Focusing on the student as a unique individual, QUEST emphasizes self-discovery and growth through personal exploration, clarification and evaluation of alternatives, life style planning and short-term goal setting. Throughout the course, the student studies himself as a social, emotional and physical being, and uses this new consciousness of self to make more effective choices enabling him to live the life he chooses to live. Meeting once a week for one-and-one-half-hours, the course uses small group discussion techniques, films, tests, role playing, and games to meet the objectives outlined above.

Contact Person: Mrs. Maggie Culp, Counselor
Seminole Junior College
(305) 323-1450

Title: Early Registration of Evening Students

Description: Evening students are encouraged to register at Lake-Sumter Community College during the day on a walk-in basis for the month prior to the evening registration date. This practice allows the evening student to complete the admissions process, see a counselor, register and pay his fees in an expedient manner. This plan affords the evening student the opportunity to discuss his program with a counselor who has access to the student records. Evening students who are unable to take advantage of this early registration are accomodated at the scheduled evening registration.

Contact Person: H. W. Ashell, Dean of Admissions
Lake-Sumter Community College
(904) 787-3747

Title: Resident Hours for Graduation

Description: Because of change in job assignment or some other good reason, a number of our students at Lake-Sumter Community College must move away from the college district needing only a few semester hours for the AA or AS degree. In view of this situtation, Lake-Sumter does not specify that any specific number of last hours for the degree be spent in residence. In such instances, the student must get approval from the registrar for courses to be completed, file an application for graduation and meet all other requirements stated in the catalog.

Contact Person: H. W. Ashell, Dean of Admissions
Lake-Sumter Community College
(904) 787-3747

Title: Filing System for Inactive Students Permanent Records

Description: On registering for the first time each student is assigned a permanent student number, in sequence. On becoming inactive, each student's permanent record is filed numerically. A student locater card showing only the name and number is filed alphabetically. Unless the inactive student subsequently re-enrolls, the PR file remains in place and does not require shifting in file cabinets. Microfilms are also filed in numerical sequence and the locater card filed alphabetically is used to determine location. Red tabs on active P.R. files are used to distinguish them from inactive for personnel using either active or inactive P.R. files.

Contact Person: C. D. West, Jr.
Chipola Junior College
(904) 482-4935

Title: Florida Junior College at Jacksonville On-Line Student Registration System

Description: The Student Registration System (SRS) permits students to register for classes at any one of three campus sites by utilizing video display terminals for data entry. The registration procedure is conducted simultaneously at the three locations. From any one of the registration sites, students can register for classes held on one or more of the three campuses and/or at any one of the many part-time centers located throughout the district. The system checks for time conflicts and produces a numbered fee statement that also lists the courses for which the student has registered. The fee calculation routine accommodates the entry through the terminal of financial aid awards and reflects the amount in the printed statements. Two of the sites are processed in remote mode via telephone lines and the additional site is in local mode. Hardware configuration is as follows:

1. IBM 370/135, 144K
2. 3 3330 DASD
3. 8 IBM 3270 Video Terminals
4. 3 IBM 3284 Wire Matrix Printers
5. 1 IBM 3420 Tape Drive
6. 1 IBM 3211 High Speed Printer

Contact Person: H. B. Hodgkins, Director, Registration and Records, District Offices
Florida Junior College At Jacksonville
(904) 387-8111

Title: Student Scheduling System

Description: Miami-Dade is currently installing a comprehensive student records system consisting of five basic subsystems: (1) Admissions, (2) Maintenance of Student Personal Data, (3) Maintenance of the College Catalog and Master Class Schedule, (4) Drop/add and Late Registration, and (5) Student Scheduling by Course and Major Time Block. The Student

Scheduling System is a combination projection and student scheduling package. This allows student course requests to be collected for any future term in order to generate reports that are used to modify the master schedule before students are actually scheduled. The ability to delay the fixing of the master course schedule until the last possible moment gives the college time to react to changing student demand patterns. Since courses are requested only by course abbreviation and number (not by specific section), classes may be added, cancelled or shifted to reduce the number of conflicts that are built into the master schedule. Once the master schedule is fixed, the course requests are used by the schedular to assign each student into class sections within the time constraints specified by the student. The schedular supports alternate course requests, alternate time requests, time exclusion capability, cross campus registration with allowances for travel time, and flexible time block patterns. The scheduling algorithm is designed to select the most compact time schedule for the student in keeping with the needs of a heavily scheduled community college.

Contact Person: Joseph A. Duerstock, Director of Systems Planning,
Miami-Dade Community College
(305) 274-1313

Title: Mail-In Registration

Description: A mail-in student registration technique has been developed. It is possible for students to sign up for classes, have their schedule fixed, and billed for the amount of registration, pay this amount and avoid all of the confusion of "registration in the gym."

Contact Person: Dean William F. Taylor, Dean of Student Services,
Polk Community College
(813) 294-7421

Title: "Outreach Program"

Description: The counselors at Edison Community College visit the area high schools one morning each week to expand communication and understanding between the high school students and the college counselors. The counselors' duties are varied according to the needs of the individual high school, but include giving information about the college, conducting group discussions with parents and with students, and answering questions and helping secure financial aid. They also provide vocational counseling as needed by students and classes.

Contact Person: Ellen Peterson, Director, Guidance and Counseling
Edison Community College
(813) 481-2121

Title: Health Fair

Description: Two years ago Central Florida Community College established a half-time position as "Health Coordinator." This position will filled by a person who has a background in girls' physical education, as well as first aid, biology and physiology. The second half of the position was "Director of Student Activities." This person, as part of her responsibility for health care on the CFCC campus, established first aid centers in each building, arranged for emergency medical care procedures and a form of preventive health care, set up, established and coordinated the first two "Health Fairs" ever held at CFCC. The Health Fair in 1972 ran for several days and consisted of blood testing and typeing, blood pressure test, the opportunity to donate blood, drug awareness counseling, venereal disease information dissemination, tobacco information and testing or Sycle Cell Anemia. Publicity over the local radio stations and newspapers was extensive and large numbers of students found time during the several days of the fair to go through the battery of tests. In a number of cases referrals were made to local physicians because of unsuspected health conditions existing in students. The 1973 health fair was even more heavily publicized, was longer and served more students. It is apparent that a health fair will, in the future, be an annual event on the CFCC campus as we continue to explore ways to let students know about their bodies and how they may or may not have been neglecting and/or abusing them.

Contact Person: Dr. James Gilligan, Dean of Student Affairs
Central Florida Community College
(904) 237-2111 Ext. 63

Title: College Reading Center -- Speech and Hearing Center

Description: In addition to the Reading Improvement courses which are offered in basic English Communications, the College Reading Center provides a free program for all currently enrolled PBJC students who wish to improve their reading skills, comprehension, speed, vocabulary, and/or study techniques. As a result of diagnostic testing, students are placed in an individual progressive program. Mechanical devices, resource materials, and instructional guidance are provided. The Speech and Hearing Center provides free clinical services to students on a voluntary basis. Assistance is available in the following areas: Problem sounds, fluency, rate and listening skills. Hearing evaluations are scheduled on a priority basis by appointment.

Contact Person: Helen Darcy, Reading Instructor
Palm Beach Junior College
(305) 965-8000

Title: Student Government Association Student Judiciary

Description: The Student Judiciary handles all disciplinary cases referred to it by the Dean of Students. They handle it by themselves with the only faculty member present being their advisor. He's there for procedural (due process) advice only. Their findings and recommendations go directly to the Dean of Students and the President of the College. Students serving on this judiciary are selected and appointed by the Student Government Association.

Contact Person: Mr. Mike Wright, Advisor to Student Judiciary and
Professor of Economics
Lake City Community College
(904) 752-1822

Title: Campus Coalition Government

Description: Something new in student government was formed at Indian River Community College last fall with the formation of the Campus Coalition Government. Most people have heard of a "coalition," but still have a few doubts in their mind about just what it does mean. By Webster's definition, coalition means a temporary alliance of distinct parties or persons for a joint action or more simply, a combining of people, such as students for a short period of time... the fall and spring semesters of junior college; the purpose being to guide the students into various activities on campus through clubs, organizations, sports teams, etc., which represent all segments of the student body. In that Indian River Community College is a "commuter college," it was necessary that the government reflect the varied social, career and age interests of students comprising the student body.

The Campus Coalition Government is a form of student government that evolved from the traditional Student Government Association, which has been on junior and senior college campuses for sometime. At the junior college level particularly, there was an obvious lack of participation by the majority of the student body and it was felt that a new form of student government should be instituted to better involve and serve ALL students. Upon investigation into the needs of the students, it was found that there was a lack of communication between students and organizations, so in order to incorportate all of the activities on campus into the student government, the C.C.G. constitution was prepared (by a group of interested students, with a little advice from advisors), publicized and voted upon by the student body in the fall of 1973. It was approved unanimously and put into effect immediately. Essentially, the C.C.G. as opposed to the standard S.G.A. puts the power and the decision-making in the hands of the students themselves.

The C.C.G. is composed of representatives of active organizations, athletic teams, clubs and interest groups on campus, as well as representatives elected at large from the Sophomore and Freshman Classes and the four counties that the school serves. We use the words "active organizations," due to the fact that if the representatives of the various teams and clubs do not attend or participate in the C.C.G. meetings, they may not receive any funds from student activity fees, as these are administered by the C.C.G. More about this later.

The actual duties of the C.C.G. include:

(1) To promote, coordinate and support campus-wide activities.
(2) To recommend students for the college standing committees and special committees.
(3) To consider applications for new clubs and organizations requesting college approval.
(4) To recommend allocation of the Campus Coalition monies so that the spread covers on-campus activities and community activities to a widely representative degree.
(5) To establish a campus activity calendar.
(6) To serve as official representative of Indian River Community College at Student Government Association conventions.
(7) To refer student inquiries to the proper channels for investigation.

Contact Person: Miss Sally Dean, Director of Student Activities
Indian River Community College
(305) 464-2000

Title: A Committee Approach to Student Recruitment

Description: The committee, representing students, faculty, and administrators, was established to (1) analyze college recruiting efforts, (2) evaluate community needs, (3) explore methods to communitcate more effectively with potential students, and (4) establish measures to increase community awareness of Daytona Beach Community College programs and services, and to conduct an inventory of current and potential DBCC recruiting activities and identify community target groups. Committee sponsored activities include: (1) developed articulation program with district public school systems, (2) established shopping mall information booths, (3) developed definition of community services, (4) promoted increased cooperation with local colleges, and (5) promoted closer relationship with legislative delegation.

Contact Person: Dr. Fred Robbins, Director of Admissions
Daytona Beach Community College
(904) 255-8131 Ext. 473.

Title: Hand Printed Photo-Silk Screened Yearbooks

Description: This year Florida Keys Community College participated in an experiment to allow students to compose and print their own yearbook. Under the direction of the Head of the Art Department, and through the auspices of a Yearbook class, the students used a photoscreening process to handprint 750 -- 20 page yearbooks. The rationale prompting this project was two-fold: (1) to provide a unique yearbook whose every page was a work of art; and (2) to provide students with practical experience in various phases of art.

Contact Person: Mr. Charles Topping, Art Instructor
Florida Keys Community College
(305) 296-9081 Ext. 223

Title: Junior Collegiate DECA Members Bring National Honor to Florida

Description: Florida's Junior Collegiate Distributive Education Clubs of America scored a resounding victory in National DECA competition, conducted recently in Chicago. Bringing back to the Sunshine State twenty-five percent of the awards presented, Florida was led by the Indian River Community College Chapter which won the coveted first place "Chapter of the Year" award as well as three other national trophies. Palm Beach, Edison, Valencia, St. Petersburg, and several other Florida Community Colleges participated in this yearly event and contributed to Florida's position of prominence in National DECA activities.

Florida DECA, a co-curricular activity for students enrolled in management and marketing related programs has truly achieved its desired objective of developing future leaders in marketing and distribution. This year's national theme, "students sharing, students caring," was mirrored by over five hundred and fifty active state-wide members who combined efforts to put Florida in the national position of honor.

Contact Person: Raymond L. Isenburg
Indian River Community College
(305) 464-2000

Title: Special Veterans Program

Description: The Special Veterans Program is designed to inform veterans of their educational benefits, to assist in the enrollment process, and to provide guidance services. The program goal is to help the under-educated, and/or under-employed veteran to reach his job potential through additional education. Project methods which have been most instrumental in promoting veteran recruitment are: (1) use of student veterans as outreach workers, (2) development of a special college credit course for providing outreach workers with theoretical and practical applications in guidance, counseling, and recruiting, (3) establishment of an advisory board which possesses maximum leverage in providing services to the program and its clients, (4) early follow-up of enrolled veterans. and (5) an open door philosophy.

Contact Person: Ronald B. Sneed, Coordinator, Special Veterans Program,
Florida Junior College at Jacksonville, Downtown Campus
(904) 355-6492

Title: Institutional Research (follow-up)

Description: Studies of former students have been made which assist in strengthening the curriculum and in providing improved services to students. These have included regular analyses of the success of transfer students, periodic examination of those who have left college prior to the completion of a degree, and a comprehensive statistical study of what happened to all students who enrolled during a ten (10) year period.

Contact Person: J. Garland Wynn, Jr., Counselor
Lake-Sumter Community College
(904) 787-3747

Title: "Open-Book" Bookstore Policy

Description: A book-mark stating our bookstore policies is placed in every book sold.

Contact Person: Mrs. LaRue Werline, Bookstore Manager
Seminole Junior College
(305) 323-1450

Title: Work Exploration Program

Description: The Work Exploration Program is offered for clients of the State Division of Vocational Rehabilitation. All students have an identified disability and a vocational handicap. They must be referred by a Vocational Rehabilitation counselor who pays the cost of tuition for each student. The program emphasizes intensive individual and group counseling in order to help each student recognize his or her personal worth and potential. A variety of experiences is provided to help each student work toward positive living attitudes and increased motiviation in a relaxed social atmosphere. These may include learning lab, electronics, business and clerical classes, consumer education, job exploration classes, sports, work samples, crafts and actual part-time work. The staff and students work together to make this a dynamic program where immediate success is assured and where realistic future vocational and/or educational plans can be formulated.

Contact Person: Karen Rowe, Coordiantor of Work Exploration
Santa Fe Community College, Northwest Campus
(904) 373-5161 Ext. 335

Title: The Kennedy Homes Community Project

Description: This course, designed within the framework of group dynamics principles, is provided free of tuition or other costs to residents of a federally subsidized housing development. Ninety-five percent of the participants are Black. Its major purpose is to present alternatives offered by education that may affect the lives of the residents. Individual conferences, group and family discussions are the major strategies used in the recruiting and maintaining of the student. In addition, the counselor-teacher meets each student one day each week for the purpose of educational assessment, counseling, planning and tutoring.

Contact Person: Dr. Faye Harris, Counselor
Santa Fe Community College, Northwest Campus
(904) 373-5161 Ext. 231

Title: Center for Early Learning

Description: The Center for Early Learning is a Montessori-based child care facility which provides quality day-care for the children of students and an opportunity for observation and other direct experiences for early childhood majors with or without Montessori specialization, and for students majoring in psychology, education, mental health, home economics and other related fields. The demographically balanced enrollment is presently at its maximum of twenty-two children ranging in age from three through five years. An interpretive decision based on each family's submitted financial statement determines the charge per child which ranges from $5.00 to $18.60 per week. The Center is a community-based program supported by local and state funds exclusively.

Contact Person: Dr. Samuel S. Bottosto, Chairman, Social Science Department,
Palm Beach Junior College.
(305) 965-8000 Ext. 272

Title: Black Awareness Week Observance

Description: Every year, in February, Black faculty and students are joined by the Black community to strengthen their understanding of and belief in their history, their achievements, and themselves, within the context of the broader American experience. Local and national celebrities contribute to Black Awareness Week. Various aspects of Black life, interests, and culture are featured, including education, religion, politics, music, drama, food preparation, and fashions. A "Miss Black Pearl" is chosen from among the Black coeds. Non-black faculty, students and community members share in the planning and implementation of Black Awareness Week.

Contact Person: Howard Carter, Chairman, Department of Foreign Languages,
Miami-Dade Community College, North Campus
(305) 685-4305

Title: County Jail Inmates Program

Description: Courses in career and assessment counseling and an efficiency reading workshop were offered the first term (Fall 1973). This term the counseling workshop has been continued and two credit courses (Black Literature and Advanced Developmental Reading) have been offered. Programs are offered for both men and women inmates. A college liaison has been employed to further expand the program. Fees are waived and the jail supplies textbooks and materials.

Contact Person: Dr. David Groth, Director of Community Services,
Broward Community College, Ft. Lauderdale Center
(305) 525-4271 Ext. 232

Title: Minority Affairs Committee

Description: A Minority Affairs Committee composed of minority business, civic, and community leaders has been formed to advise the College on approaches for improving the minority recruitment and for obtaining funds for the financial aid of minority students.

The Minority Affairs Committee currently is focusing its attentions on the recruitment and financial aids of Blacks, Indians, Cubans, and other Latin Americans.

Contact Person:
Ms. Phyllis Williams, Minority Recruiter
Broward Community College, Central Campus
(305) 581-8700

Title: Individualized Manpower Training (IMT)

Description: An individualized Manpower Training System has been established in the Instructional Enrichment Center with primary emphasis on the vocational needs of disadvantaged adults. The system centers around "wet" carrels which are equipped with film strip projector, audio cassette, and headset, along with appropriate tools and materials from a particular occupation. The student receives hands-on experience with the tools and materials and is instructed on their use from the film strip and cassette. Several different occupational carrels are presently available. The instructional center provides orientation; pre-vocational motivation; work evaluation, academic testing and prescription; basic education and counseling. Upon completion of the diagnostic aspects, the participant will be ready to make a vocational choice based upon realistic goals with a good indication of cultural success.

Contact Person:
Mrs. Eileen Linehan, Coordinator, Instructional Enrichment Center
Seminole Junior College
(305) 323-1450

Title: Student Program to Achieve New Spheres (SPANS)

Description: SPANS is an innovative program designed to create greater educational opportunities for disadvantaged persons such as Blacks, Seminole Indians, Puerto Ricans, and Mexicans. BCC works closely with federal, state and community agencies to accomplish the following objectives:

A. To create a sense of personal dignity and worth.
B. To build a realistic self-concept.
C. To develop a sense of values which enable one to compete in general society.

D. To enable the student to acquire skills in communications (written and oral), computation, physical activities, and human relations.
E. To make possible a realistic self-evaluation relative to career opportunities.

Contact Person: Mr. Theodore Taylor, Director of Special Services
Broward Community College, Central Campus
(305) 581-8700

Title: Special Educational Program for the Disadvantaged

Description: This federally-assisted project emphasizes providing experiences for success for students who may be discouraged and financially or educationally disadvantaged. Fee waivers, special counselling and compensatory educational experiences are provided, as is a program of contact with students' families to encourage students to continue their education.

Contact Person: Dr. R. Bruce Warren, Assistant Dean of Academic Affairs & Director of Special Services
Edison Community College
(813) 481-2121

Title: Child Care Center for College Students Who Are Parents

Description: A child care center has been established on campus to enable students who have children age 2-5 to attend classes. The youngsters are provided a convenient, high quality and inexpensive child care facility. Their parents pay a small fee and give volunteer hours, so they have input into the center, know how the center is being run, and assume some responsibility for its operation. This has enabled mothers and fathers of many pre-school-age children to attend college who otherwise would not have been able to continue their education.

Contact Person: Dean Max. G. Rieves, Dean of Student Affairs
Edison Community College
(813) 481-2121

Title: Cooperative Work Study Program with Pasco County School System

Description: Pasco-Hernando Community College is using high school students assigned to Work Study by the County School System, The College pays the county portion of the student salary and utilizes the student work at the College.

Contact Person:
Dr. James A. Culligan, Assistant Dean of Vocational-Technical Programs
Pasco-Hernando Community College
(904) 567-6701

Title: Black Culture Week

Description:

For a number of years Central Florida Community College has been sponsoring through its ASU (Afro Student Union) a Black Culture Week. This week occurs in the time early in February surrounding the birthday of Abraham Lincoln. It is a nationally recognized time for observance of Black Culture on many campuses and in many communities. The CFCC observance of this program includes five auditorium programs sponsored by the ASU. Two of these involved visiting distinguished speakers this year, including a member of CFCC'S Board of Trustees. Musical programs, inspirational messages, skits, entertainment and even Black Culture filmstrips to promote awareness among the Black students were all utilized effectively in this year's Black Culture Week. The culmination of the week's activities was a social activity (dance) in the college union on Friday evening, February 15, 1974. The two faculty sponsors of ASU helped the students in planning activities for Black Culture Week and the program has been successful in heightening awareness among the Black students of their traditions and culture and has proved an interesting bridge between those Black students and some White students who are concerned about Black students' progress at this institution. There has never been any difficulty, such as demonstrations, boycotts, strikes, or what-have-you by minority students at CFCC. This may be due to the positive steps we take to sponsor a Black Culture Week. It is extremely difficult to measure the effectiveness of something as subjective as this, but we at CFCC like to think that the Black Culture Week is a successful and exemplary practice.

Contact Person:
Dr. James Gilligan, Dean of Student Affairs
Central Florida Community College
(904) 237-2111 Ext. 63

INSTITUTIONAL SUPPORT

Title: CLMS - A Creative Learner Management System

Description: "CLMS" or "ATGA 1980" is a formula for a professional guidance education system that begins with pre-admissions career counseling and operates on a continuum through placement and continuing education. It helps the student to: (1) Discover his basic Personality composite, or how he prefers to function. (2) Relate these fundamental characteristics to career areas where he is most likely to settle after a life-time of trial and error. (3) Create a "learning prescription" that relates these career areas to specific programs of education and experience on a continuum, through golden age enrichment.

Contact Person: Tom Rowand, Chairman, Faculty CLMS Committee
Lake City Community College
(904) 752-1822 Ext. 256

Title: Gulf Coast Community College Foundation, Inc.

Description: This project is a non-profit, community formed organization that has as its goal the establishment of an endowement fund for the support of Gulf Coast Community College. Although a College officer serves as the Executive Secretary of the organization, all other officers are citizens of the community. The Foundation has raised approximately $110,000.00 in five years.

Contact Person: Ron Johnson, Director, Public Relations
Gulf Coast Community College
(904) 769-1551

Title: 2-Hour Media Service

Description: A Media Department has been established with capabilities for fast production of transparencies, slides, tapes, tape-slide combinations, charts, etc. In emergencies, faculty members can have two-hour service from idea to finished product.

Contact Person: Mrs. Pat Miller, Director of Learning Resources
Polk Community College, Winter Haven Campus
(813) 294-7421

Title: Use of Community Facilities

Description: Bowling classes are held on a contract basis with local bowling alleys. The College cannot afford to build or maintain adequate bowling alleys for this very popular physical education activity. Bowling is a carry-over sport which can be enjoyed by males and females of an extended age range. Classes are held mostly in the morning when the alleys would not be in use otherwise, leading to a reduced cost to the individual and leaving the College out of the bowling alley business altogether. Tennis courts and swimming pools are in the same category.

Contact Person:	Coach Robert L. Henne, Athletic Director Polk Community College, Winter Haven Campus (813) 294-7421

Title:	Workshops for non-instructional personnel
Description:	Periodically, non-instructional personnel are called together for information one-hour workshops with the President presiding and staff directors participating as a panel. The topics have included the nature of a community college and its development in Florida, its relationship with the community, the personal backgrounds and functions of the several college officers, office procedures, use of the telephone, duplicating machines, general policies, relation of the Board of Trustees to faculty and staff, etc.
Contact Person:	Dr. Hal Massey, Dean Florida Keys Community College (305) 296-9081 Ext. 251

Title: Property Accounting System

Description: The college provides a means of classifying and maintaining property inventory as required by State Law (Chapter 274). Property items are accumulated by Fund Numbers 1,2,3, and 7 from Capital Accounts, and are coded by 2-digit codes that designate the type and class. The computerized printout includes date of acquisition, warrant and voucher numbers, decal number, location, precise description, manufacturer's serial and model number, fund and life expectancy to be used for budget purposes. Monthly computer printouts provide update of items in inventory, deletions or surveyer items, trade-ins, and newly acquired property. A reconciliation with the Accounting Department is completed on a monthly basis, and this reconciliation is based on the Monthly Trial Balances and the data submitted by the Property Accounting Section. Cost Centers are established in accordance with PPBS.

Contact Person: Harry W. Shimberg, Supervisor, Property Accounting
Florida Junior College at Jacksonville, District Offices
(904) 389-8216

Title: Coordinated College Calendars

Description: The academic and fiscal years have been coordinated into the same time frame, thus preventing bookkeeping difficulties; all expenditures are completed within the same period. Academic and fiscal years both end June 30. Edison Community College is the only Florida community college thus organized, and many inquiries have been received from other interested institutions.

Contact Person: Dr. H. James Burnette, Vice President, Dean of Academic Affairs
Edison Community College
(813) 481-2121

Title: Bank Stuffers and Billboards

Description: During August all banks in the county were contacted personally by the Director of Community Relations about mailing a registration stuffer in their checking account monthly statements. Over 75,000 stuffers listing Career Education courses available plus general registration information were sent to bank customers at no charge. In addition, posters were placed in bank lobbies during the month. Many inquiries and calls resulted from this mailing. Three outdoor billboard companies agreed to temporarily assign billboards to the college as a public service. These have attracted wide attention and comment. These will be changed during the year and new copy placed on the boards. Thirty-five boards around Orange County area were provided. The driving public is now well aware of VCC by the use of these free billboards.

Contact Person: Mr. James P. Mulcahy, Director of Community Relations
Valencia Community College
(305) 299-5000 Ext. 249

Title: Position Accounting System

Description: The Position Accounting System is an integrated system of Budget, Payroll, and Personnel. The system accounts for each individual full-time employee for proper budget appropriation, expenditures and compliance with established pay schedules. It also provides the automatic input for payroll and documents for the individuals' personnel file. This system calculates available surplus funds on a current basis that results from terminations and from budgeted vacant positions. Salary budget projections and other management information reports are generated from this system.

Contact Person: David F. Davidson, Fiscal Analyst
Miami-Dade Community College, District Administration
(305) 274-1267

Title: Academic Accounting System

Description: In order to provide greater flexibility in organization for learning, it was necessary to develop a system which would provide information at all levels concerning the economic impact of program decisions. The Academic Accounting System was developed in order to effect a marriage of economic and academic planning at the faculty level with the constraints and parameters well understood. It is a planning system which allows gaming of different instructional organizational plans with the capacity to accommodate a department's particular constraints. The results of this projection are then stated in terms of expected mean credits produced for each full-time professional staff member. Within this framework, the department may utilize staff and organize the instructional delivery system using the point system to get a plan that the members of the department feel will produce the best results. Most important, the persons making the program decisions know the economic impact of those decisions and the limitations within which they may work.

The system is being revised currently to add consideration of variable staffing and the amortization of development costs over more than one year in order to provide further flexibility in planning.

Contact Person: Cynthia B. Smith, Administration Assistant
Miami-Dade Community College, District Admininstration
(305) 274-1261

Title: Cooperative Agreement between Dade City and Pasco-Hernando Community College Libraries

Description: Pasco-Hernando Community College and Dade City have entered into a cooperative library agreement until such time as the college building is complete. The college collection is housed in the city library, and students or citizens of Dade City may utilize the entire collection by presenting their library cards. The college staff is housed in the public library, and the hours meet the minimum requirements of the Southern Association of Colleges and Schools.

Contact Person: Charles Rodgers, Librarian/Media Specialist
Pasco-Hernando Community College, East Campus
(904) 567-6701

Title: Graphic Arts Program in Printing Technology

Description: The Graphic Arts Program in printing technology at PJC provides both an outstanding instructional program and a major supportive service to all college offices and departments. Students learn while doing the varied and numerous printing jobs required by college offices and programs. One full-time production printer, a full-time graphic arts instructor-shop manager, and two part-time printing instructors provide a wide-ranging program of instruction and services in a modern well-equipped printing facility. Instructional production items include books, brochures, office forms, bulletins, announcements, schedules, calendars, and many specialized printer-training exercise items. Students may earn certificates or A.S. degrees and receive excellent placement assistance.

Contact Person: Dr. Gayle Capstick, Department Head, Industrial Education
Pensacola Junior College
(904) 476-5410 Ext. 290

Title: Rotating Weekly Chairmanship at Division Meetings

Description: At each weekly division meeting, the chairmanship rotates among faculty members for maximum input and participation of division members. The Division Chairman retains continuity of programs and activities, but discussions and business at the weekly sessions are under the direction of the "temporary chairman." Interest and participation are reported improved through this device; faculty members feel they have more voice and responsibility for the group.

Contact Person: Dr. Howard L. Kane, Chairman, Division of Vasic Sciences
Edison Community College
(813) 481-2121

Title: Management Systems Development

Description: Miami-Dade Community College is using or is engaged in the development of ADVANCED MANAGEMENT SYSTEMS, among them the following:

(1) Planning/Programming/Budgeting/Systems (PPBS)
(2) Cost Analysis (in which the direct and indirect cost of every course is computed on an annualized basis)
(3) Faculty Product Reports (in which the ratio of student credits to FTE faculty is computed for each department on a term-by-term basis)
(4) Policy Manuals (which reflect verbatim policy statements made by the District Board of Trustees and other policy decisions at the state and national levels)
(5) Procedure Manuals (which are implementing instructions for policies)
(6) Decision-Making Guidelines
(7) Long Range Planning Manuals (which provide to all managers a standardized data base of facts and projections)
(8) Advanced simulation models (which will enable M-DCC administrators to game the results of various economic-related decisions for several years in the future)

Contact Person: H. P. Nicely, Jr., Director of Management Information Systems
Miami-Dade Community College, District Administration
(305) 274-1381

Title: Planning and Managing the Construction of Physical Facilities

Description: Based upon Florida State Board of Education Regulations for the Operation of Junior Colleges and Florida Junior College at Jacksonville Operating Procedures, a model was designed to illustrate the interaction of activities to plan and manage the construction of physical facilities. The model is presented in the form of a Program Evaluation and Review Technique (PERT) network diagram which identifies 164 major events to initiate and complete a physical facility expansion project. The model, based upon research, identified the time frame required to complete each event for a theoretical project. Techniques and procedures are identified to plan a facility, select an architect, and bid and administer the construction of the project.

Contact Person: Dr. H. James Schroeer, Director of Physical Facilities Planning
Florida Junior College at Jacksonville, District Offices
(904) 387-8272

Title: Meeting of Civic Organizations on Campus

Description: A new campus on the outskirts of the community requires a special effort to involve civic leaders and businessmen in the college and help them understand the mission of the community college. A letter is periodically prepared by the Director of Community Relations and mailed to civic clubs, women's organizations, church associations and selected civic leaders. The letter invites the groups to hold one of their regular meetings on the campus. In most cases, a program is offered by the President of the College and/or a selected staff manager. The response has been outstanding. Rotary, Kiwanis, Civitan, Sertoma and garden clubs have conducted regular meetings on the VCC campus. The reaction of the visitors has been amazing. A large majority of the visitors had not been on the campus before. The thank-you letters indicated overwhelming approval of the college and its programs.

Contact Person: Mr. James P. Mulcahy, Director of Community Relations
Valencia Community College
(305) 299-5000 Ext. 249

Title: Office of Staff and Organization Development, North Campus

Description: Integration and Coordination: They help improve communication between various units of the college so that an integrated program of training sessions, workshops, conferences, and seminars relates to the goals of the total organization. Requests for these training activities are coordinated through the office.

Operation: OSOD conducts a variety of conferences and seminars, which might explore the philosophy and values of the college or develop skills in specifying teaching goals, strategies, and evaluation methods.
Information: OSOD maintains an information center so that all members of the college can have access to research any ideas from within and outside the institution.
Training: The office helps faculty members design learning experiences for other staff. By reviewing all approved faculty travel leaves, it can encourage a faculty member who has attended a conference of interest to other staff to share this information with them in a workshop or seminar.
Assistance: On request, OSOD helps any unit of the college--departments, divisions, or administrative offices--establish priorities, set goals and objectives, and develop role definitions. It has worked with division directors and department chairmen in developing faculty evaluation techniques. It has analyzed college committee assignments and procedures and offered training to committee members in agenda-setting, report-writing, and decision-making. It has helped administrative units develop into teams - groups of people who recognize their members' special talents for problem-solving and decision-making. It works in crisis intervention and in prevention by sponsoring human relations training on a group or individual basis.

Contact Person: Dr. Carol Zion, Director,
Miami-Dade Community College, North Campus
(305) 685-4378

Title: "Sunset Seminars" - In-Service Training for Community College Administrators

Description: "Student Development Programs in the Community Junior College"is the topic of the weekly in-service training sessions for and by ECC administrators. In a series of 12 meetings, administrators take turns leading discussion sessions on problems confronting modern community colleges, and the research and development of alternatives. This follows a program of in-service for faculty members on "Contemporary Issues in Higher Education," taught by Dr. James Wattenbarger, Director of the Institute for Higher Education, University of Florida.

Contact Person: Dr. David G. Robinson, President
Edison Community College
(813) 481-2121

Title: Faculty Involvement in SPD Planning

Description: While some institutions arbitrarily decide the expenditures of Staff and Program Development Funds, CFCC has involved the faculty in making recommendations for SPD plans. The vehicle for this involvement is the Faculty Congress and its Executive Committee or Senate. This group of representative faculty members (elected by the entire faculty) evaluates the SPD programs and makes suggestions each year for new directions for SPD expenditures. This procedure has been going on for three years now and it seems to have several important advantages:

(a) Faculty members tend to request SPD support when they have been directly involved in suggesting budget planning.
(b) There is a greater understanding of what SPD is, what it is meant to do and what, in fact, it does as the faculty become more involved.
(c) Administrators are sometimes surprised, and, generally delighted with some of the new ideas that come from the faculty as a result of these proposals.

CFCC feels it has a strong SPD program because of the faculty involvement in the planning for the program and the faculty at CFCC gets quarterly reports of the status of the SPD account, which describe how the money is spent and how it is planned to spend it, so that faculty members feel involved and show a concern over the SPD funds.

Contact Person: H. Wayne Millard, Assistant to the President
Central Florida Community College
(904) 237-2111 Ext 13

Title: Staff and Student Representation on College Committees

Description: At Edison Community College all interests are represented on the Board Policy Review Committee, thus giving faculty, administration, career service and student personnel input into policy decisions for the institution. This committee is charged with the responsibility for reviewing all college policies prior to submission to the Board of Trustees. The committee recommends action to the President on every policy; he reviews its recommendations and then submits to the Board suggested action. Chairmanship of this committee revolves among the Deans of Academic Affairs, Student Affairs, and Business Services, on an annual basis. On every standing committee at Edison, except faculty Affairs and Staff Program and Development, two or more students are representatives of the student point of view.

Contact Person: Dr. H. James Burnette, Vice President and Dean of Academic Affairs
Edison Community College
(813) 481-2121

Title: Daytona Beach Community College Safety Committee

Description: The purpose of the Daytona Beach Community College Safety Committee is to recommend policies and procedures which will enable the college to take every reasonable precaution for the safety of students, employees, vistors, patrons, and all others having business with the college. The Safety Committee, with the chairman acting in an advisory capacity to all heads of major units within the college, shall be responsbile for the promotion and development of an accident prevention and safety education program for students, faculty and staff. The committee will also make recommendations concerning physical changes or practices which provide solutions to problems of safety.

Contact Person: Mr. J. Roland Smith, Director, Trade and Apprenticeship Programs
Daytona Beach Community College
(904) 255-8131 Ext. 384

Title: Campus Ecology Committee

Description: The Campus Ecology Committee is composed of Valencia administrators, faculty and students. In addition the college architect and the college landscape architect serve on the committee. The committee takes an active part in making recommendations to the president and the Board of Trustees on location of facilities, landscaping and general maintenance as these factors relate to the preservation of the ecology of the natural setting on both campuses. The Campus Ecology Committee, in cooperation with the biology department has made several ecological studies toward optimal conservation practices at VCC.

Contact Person: Dr. David L. Smith, Chairman, Campus Ecology Committee
Valencia Community College
(305) 299-5000 Ext. 256

Title: Advisory Committee Structure

Description: The Advisory Committee serving the Career Programs at HCC have been more than partially responsbile for the growth and successes of all programs. At the moment there are 24 committees and more in the planning and development stage. The committees are selected by faculty, administrators of HCC and by other committee members. All members are selected on their expertise in their field, their interest in HCC and their commitment to developing programs that will fill the needs of the community. In each case of committee and program, a mutual regard has developed that makes the Advisory Committee structure a strong bond in the framework of all Career Programs.

Contact Person:
Edward R. Mattson, Director, Career Programs
Hillsborough Community College, Dale Mabry Campus
(813) 879-7222 Ext. 365 or 366

Title:
Duval-Nassau Coordinating Council for Vocational Education
A Vehicle for Cooperation Between Duval and Nassau County School Board, Florida Junior College at Jacksonville, and the University of North Florida

Description:

The Council was established in August, 1971, pursuant to S.B.E. Regulations 6A-8.57 and 6A-6.67 to coordinate planning and implementation of State supported vocational programs in the Duval-Nassau County area. Membership in the Council was expanded to include the University of North Florida. Representatives of business and industry are encouraged to attend meetings. The Council meets each month to consider and make recommendations on vocational education matters such as: identification of gaps or duplication in programs; determination of needs, priorities and responsibilities for implementation of programs; agreements on joint use of facilities; establishment and assignment of responsibilities to joint advisory committees; articulation agreements between member agencies; coordination of jointly sponsored events such as Vocational Drive-in Conferences, Career Fair, National Vocational Week programs; recommendations on needed State and Federal vocational legislation; etc. In addition, the Council serves as a forum for solving numerous other problems of mutual concern to member agencies, such as: adult and general education matters; community school program; etc. The Council not only serves as a vehicle for solving mutual problems of all types, but has created an atmosphere of mutual trust and confidence between the staffs of Florida Junior College at Jacksonville, the School Board, University of North Florida, as well as community leaders concerned with education.

Contact Person:
Dr. Eric Mills, Jr., District Dean, Career and Adult-Continuing Education
Florida Junior College at Jacksonville, District Offices
(904) 387-8333

FLORIDA COMMUNITY COLLEGES

Brevard Community College
Cocoa, Florida 32922
(305) 632-1111

Broward Community College
225 E. Las Olas Boulevard
Ft. Lauderdale, Florida 33301
(305) 525-4271

Central Florida Community
College
P. O. Box 1388
Ocala, Florida 32670
(904) 237-2111

Chipola Junior College
Marianna, Florida 32446
(904) 482-4935

Daytona Beach Community
College
P. O. Box 1111
Daytona Beach, Florida 32015
(904) 255-8131

Edison Community College
Fort Myers, Florida 33901
(813) 481-2121

Florida Junior College at
Jacksonville
1246 Cumberland Road
Jacksonville, Florida 32205
(904)387-8011

Florida Keys Community College
Key West, Florida 33040
(305) 296-9081

Gulf Coast Community College
5230 W. Highway 98
Panama City, Florida 32401
(904) 769-1551

Hillsborough Community College
P. O. Box 22127
Tampa, Florida 33622
(813) 879-7222

Indian River Community College
3209 Virginia Avenue
Fort Pierce, Florida 33450
(305) 464-2000

Lake City Community College
Lake City, Florida 32055
(904) 752-1822

Lake-Sumter Community College
Leesburg, Florida 32748
(904) 787-3747

Manatee Junior College
26th Street West
Bradenton, Florida 33505
(813) 755-1511

Miami-Dade Community College
Miami, Florida 33156
(305) 274-1211

North Florida Junior College
Highway 90 and Turner Davis Drive
Madison, Florida 32340
(904) 973-2288

Okaloosa-Walton Junior College
Niceville, Florida 32578
(904) 678-5111

Palm Beach Junior College
4200 Congress Avenue
Lake Worth, Florida 33460
(305) 965-8000

Pasco-Hernando Community College
714 East Meridian
Dade City, Florida 33525
(904) 567-6701

Pensacola Junior College
Pensacola, Florida 32504
(904) 476-5410

Polk Community College
999 Avenue H., N.E.
Winter Haven, Florida 33880
(813) 294-7421

FLORIDA COMMUNITY COLLEGES CONTINUED

Santa Fe Community College
P. O. Box 1530
Gainesville, Florida 32601
(904) 373-5161

Seminole Junior College
Sanford, Florida 32771
(305) 323-1450

South Florida Junior College
Avon Park, Florida
(813) 453-6661

St. Johns River Junior College
5001 St. Johns Avenue
Palatka, Florida 32077
(904) 328-1571

St. Petersburg Junior College
P. O. Box 13489
St. Petersburg, Florida 33733
(813) 546-0011

Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304
(904) 576-5181

Valencia Community College
P. O. Box 3028
1800 South Kirkman Road
Orlando, Florida 32802
(305) 299-5000

UNIVERSITY OF CALIF.
LOS ANGELES

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CLEARINGHOUSE FOR
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